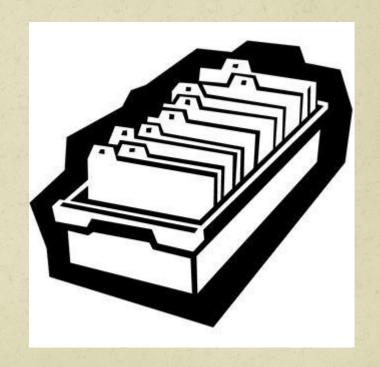
#### **RECORDS / FORMS AND PQDR**

### GYSGT WEBBER



### PQDR PQDR

#### **OVERVIEW**

The purpose of this period of

instruction
is to provide you with the knowledge
and skills necessary to manage and
supervise all Engineer Equipment
records and forms, Modification and
Calibration programs, and Support
and Test Equipment

- 696D
- NAVMC 10524 & 23 (Con Log/Trip Ticket)
- Load Test Equipment Daily Checklist
- SF 91 & 94
- NAVMC 10560 (LTI)
- NAVMC 10561 (PMCS Roster)
- NAVMC 10031 (Daily Dispatch Log)
- PQDR

- Modification
- Calibration
- Support and Test Equipment

### **LEARNING OBJECTIVES**

### TERMINAL LEARNING OBJECTIVES

ENABLING LEARNING OBJECTIVES

### METHOD / MEDIA

Informal lecture, Demonstration, and prac ap.

Power Point Presentation, and a Quiz.

### ADMINISTRATIVE INSTRUCTIONS

- > IRF
- > CLASSROOM RULES
- **SAFETY**

### **EVALUATION**

- WRITTEN EXAM WITHOUT THE AID OF REFERENCES.
- PERFORMANCE EXAM WITH THE AID OF REFERENCES.



### NAVMC 696D

# MOTOR VEHICLE AND ENGINEER RECORD FOLDER

WC REGI	STRATION			COMPLETE HOMENCOATORE AND VEHICLE	COOL				
CHASSIS	SERIAL N	0.							
				TRANSFER, MODIFICATION AND MAJ	OR UNIT	ASSEMBLY	Y REPLACE	MENT RECO	ORD
DATE SERVE VOUCHER MI/TI NO. C				DESCRIPTION OF MODIFICATION COMPLETED OR MAJOR UNIT ASSEMBLY REPLACED	DATE	ACCOUNT SERIAL NO	VOUCHER NO.	MI/TI NO.	DESCRIPTION OF MODIFICATION COMPLETED OR MAJOR UNIT ASSEMBLY REPLACED
					+				
			TO	TATO TAT TA		7		15	/1H, PAGE
_					1 4		JU-	LU	/III, PAGE
	<b>)</b>	4-	1						
_					-				
-	_				+	1			
REMAR	KS								
мотог	R VEHICL	E AND EN	GINEER EQU	IPMENT RECORD FOLDER (11245)	TH	IIS FOLDI	ER WILL A	COMPANY	VEHICLE/EQUIPMENT UPON TRANSFER

### **PURPOSE**

- Used to maintain historical data of;
  - √ Transfers
  - ✓ Receipts
  - ✓ Modifications
  - Major Assembly Replacements

### **PURPOSE CONT.**

Serves as a file folder for completed records and forms.

### RESPONSIBILITIES

Will be maintained on each item of Motor Transport, Engineer, and Garrison Mobile Equipment.







# RESPONSIBILITIES CONT.

- Equipment that is controlled by one TAM number, but is associated with other commodity equipment, a separate record jacket will be maintained for that specific item.
- In this case both records will reflect the MC Reg. Number, Chassis Ser. Number, TAM Number, NSN, and ID Number of the TAM as a single entity.

# RESPONSIBILITIES CONT.

MCLB first receives equipment and establishes 696D.

If equipment is received direct from manufacturer, or the 696D is lost, that unit is responsible for establishing the 696D.

#### RESPONSIBILITIES CONT.

When establishing or reconstructing, use the date of that action in a five digit Julian Date format.

For example: 07120.

## RESPONSIBILITIES CONT.

- The custodian is responsible for the up-to-date entries while equipment is in his/her custody.
- When Engineer Equipment has more then one power plant, maintain a NAVMC 10523 and 10524 on each power plant (i.e. Runway Sweeper).

#### PREPARATION INSTRUCTIONS

- Descriptive data for the equipment will appear on the top.
- Enter appropriate entries in the Transfer, Modification, and Major Unit Assembly Replacement Record portion as required.

# PREPARATION INSTRUCTIONS

Enter Received/Transferred from one Reporting Unit Allowance File (RUAF) to another RUAF.

Account Ser# column refers to the owning units activity code(RUC) of unit having custody of the item when the entry is made.

### PREPARATION INSTRUCTIONS

- MCO P11262.2\_ AND MCO P11240.106\_ govern load testing and Annual Condition Inspections for tactical and garrison mobile equipment.
- The results of the ACI and Load Test Certificates must be filed inside the 696D.

### Get your 696D out so you can learn how to fill this form out!

DATA PLATE

COMPLETE NOMENCLATURE AND VEHICLE CODE

TAM:

NSN:

CHASSIS SERIAL NO.

DATA PLATE

AS IT READS ON THE DATA PLATE

ID:

	TRANSFER, MODIFICATION AND MAJOR UNIT ASSEMBLY REPLACEMENT RECORD													
DATE	ACCOUNT SERIAL NO	BACT.	MI/TI NO.	DESCRIPTION OF	MODIFICATION CON	APLETED ACED	DATE	ACCOURT SERIAL NO.	VOUCHER NO.	MI/TI NO.	DESCRIPTION OF MODIF OR MAJOR UNIT AS	ICATION COMPL	ETED	
1.	DA			DIGIT JU				Not	1:	ctod	or no Da	+-		
	•			CATION (				NO			or no Da			
	•		4	ASSEMB1		ACEM	EN	PLa	ite,	use	into on	the		
<del>2.</del>	AC			ERIAL N				Par	ts	Manu	al.			
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<del>3.</del>	<b>VO</b>	UCH	ER N											
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4.	MI	/TI N	lo.											
			•	ENTER T	HE MIN	<b>UMB</b>	ER	<b>UPO</b>	N CC	MPI	ETETION O	F MOD		
5.	DES	CRIP	TION	OF MOD.	COMPLETE	ED OR	MAJ	OT U	NIT	ASSEM	<b>BLY REPLACE</b>	D		
				BRIEF	DESCRI	PTION	0F	MI.						
			•	BRIEF	DESCRI	PTION	AND	SER	IAL	NO. 0	F THE NEW M	AJOR		
				UNIT	ASSEMBLY	1.								
				TRANS	FERRED (	OR REC	EIV	ED.						
							-31							
-	_		-					-						

ALL PRECEEDING ENTRIES ARE NOT REQUIRED FOR TACTICAL

**EQUIPMENT** 

# PREPARATION INSTRUCTIONS CONT.

- Remarks.
  - When equipments time indicator is replaced, enter the date changed and the old and new hou

✓ Enter the date when performed for all equipment that requires Load Test, ACI, and NDT.

#### REMARKS CONTINUED

✓ Hook Throat Spread measurement will be entered when Load Tested.

- ✓ CARC painted equipment shall note the date when painted, (Example: Painted w/CARC 21 May 1986).
- ✓ When equipment has antifreeze changed, enter the type and date changed (Antifreeze changed 12 Sep 02 Ethylene Glycol).

### CONTINUED

- ✓TM 4750-15/1\_, Pg. 1-3, Para. 1-2.c also states the CARC Paint entry shall be placed in the Remarks section.
- ✓ MCO P11262.2A, Pg. 1-3, Para. 2002.2, states HTSBD shall be measured upon receipt.
- ✓ HTSBD is established by installing two tram points on the hook, measure between these points to +/- 1/64".

### CONTINUED

HTSBD shall be retained for the life of the hook.

- HTS shall be measured quarterly.
- Hooks showing and increase in the HTS by more than 15% from the HTSBD shall be discarded.

NDT will be annotated in the Remarks section. -

MC D	E COLUM	LTBA	AT BOX	N NO.

COMPLETE NOMENCLATURE AND VEHICLE CODE

627524

WMG42183277000115

#### ALL TERRAIN CRANE (ATC) MAC 50

TAM #: B00387B

NSN:

3810-01-538-4030

ID# 11262A

WITG	TRANSFER, MODIFICATION AND MAJOR UNIT ASSEMBLY REPLACEMENT RECORD															
				TRAN	SFER, MODIF	ICATION	R UNIT									
DATE	ACCOUNT SERIAL NO	VOUCHER NO.	MI/TI NO.	DESCRIPTION OR MAKE	ON OF MODIFICA	ATION CO	MPLETED	DATE	ACCOUNT SERIAL NO.	VOUCHER NO.	MI/TI NO.	DESCRIPTION OF MODIFICATION COMPLETED OR MAJOR UNIT ASSEMBLY REPLACED				
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LUA	D I E	:21FD	:5 Jl	JL 07	ALL:	LD F	AUG 1	O ND	1:5	JUL						

PAINTED W/CARC:21 MAY 2007 HTSBD:7.090" /HTS:7.390 DATE:10 OCT 10

ANTI-FREEZE CHANGED: 12 JUL 10 ETHYLENE GLYCOLWarranty: 15 OCT 07 - 15 Oct 12 OLD: 1234

MOTOR VEHICLE AND ENGINEER EQUIPMENT RECORD FOLDER (11245)

THIS FOLDER WILL ACCOMPANY VEHICLE/EQUIPMENT UPON TRANSFER

### **FILING**

The NAVMC 696D will be filed with the Record Jackets or as directed by the Commanding Officer.

✓ Face of 696D becomes full, retain inside the new 696D.

### DISPOSITION

- When vehicle is transferred, the NAVMC 696D will be packaged and shipped with the associated Basic Issue Item (BII) and Collateral Material (CM) to the gaining unit.
- When equipment is determined to be unserviceable and a Letter of Unserviceable (LUP) is received, destroy all records.

### QUESTIONS 2

### QUESTIONS TO YOU!

How long is the NAVMC 696D maintained?

A. For the life of the item of equipment.

### QUESTIONS TO YOU!

**■.** What information is required in the "REMARKS" section of the 696D?

A. EOT Indicator RPLC old & new readings and date, HTSBD, Dates of LT, NDT, ACI, CARC Paint, Warranty dates, Anti-Freeze and type.

### BREAK!!!

### **NAVMC 10524**

# CONSOLIDATED ENGINEER EQUIPMENT OPERATIONAL LOG AND SERVICE RECORD

NAVMC	10524	(Rev.12-	93) (EF)	Previous	edition is	obsolete.
N: 0000	-005-64	04 U/E	PG OF 25	50		

#### CONSOLIDATED ENGINEER EQUIPMENT OPERATION LOG AND SERVICE RECORDS (4700)

	EQUIPMENT NOMENCLATURE ID NO USMC 0									OR SE	SERIAL NO DATE RECORD OPENED DATE RECORD						CLOSED CONTROL NO OR UNIT		
2	REFERENCES: OPERATION/MAINTENANCE-TM										PARTS	- SL-4				RECORDS-TM 4700-15/1-			
200	PMCS DUE: (Use Pencil onl		)									LAST SCHEDULE (Enter Date Perf				CHEDULED PMCS er Date Due)		LUBRICATION DUE NEXT PMCS (Enter Type)	
	SCHEDULED PMCS																		
		OP	ERATIO	N									SER	VICE					
		SPEED HOURM	OMETE		TOTAL		POL (	CONSUMP	TION			AI FII T		HR/MI					
	DATE	STARTED		TOPPED	HR/MI OPER.	GAS (GAL)	DIESĒL (GAL)		OIL OIL WT WT		OIL WT	FILTER CLEANED/ CHANGED	PMCS COMPLETED	ERO NO.		TINL	SIGNATURE		
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	DAILY PREVENTIVE MAINTENANCES SERVICES													
		Lege	end for marl	king				ITEN	1 COVERAGE AND PROCEDURE	ITEM	COVERAGE AND PROCEDURE,			
iupe	red	S - Service V - Verify	,		•	stment/Rep		1	DAMAGE, PILFERAGE, LOSS.  Examine for signs of any obvious damage, pilferageor loss of components, attachments, or accessories.	12	UNUSUAL NOISES. Note for signs of metal grinding, squealing, or thumping. Observe for signs of excessive backlash and worm sheave bushings			
NO.			OPERATION				2	LEAKS, GENERAL. Check under equipment and in engine compartment for signs of fuel, oil, water, gear oil, or brake	13	or gears.  LIGHTS AND REFLECTORS, Test for adequacy of				
ITEM !	COVERAGE	BEFORE	DURING	AFTER	8 HOUR	10 HOUR			fluid leaks.  FUEL, OIL, WATER. Verify levels and condition. Water		performance and serviceability. Broken or cracked lenses and reflectors are to be replaced.			
1	DAMAGE, PILFERAGE, LOSS	С		c					level in radiatormust be as specified in TM. Fuel tank to be full and free of excessive sediment deposit as noted at the	14	AIR TANKS. Drain to prevent accumulation of			
2	LEAKS, GENERAL	c		C					sediment bowl. Oil to be clean and at level specified by		condensationor freezing.			
1 2 1	FUEL, OIL, WATER	٧		s					TM. Refill to level after each operation. Contaminated fuel, water, and lubricant chief if contaminated occurs frequently.	15	DRIVE BELTS. Verifyadjustments and condi-			
	ENGINE, WARMUP	С							ENGINE WARMUP. Allow engine to operate sufficiently to		tion. Belts having oil and grease on them are to be cleaned as soon as possible.			
5		С	C .					4	reach operatingtemperature. Inspect for obvious leaks and note for signs of improperoperation such as: (1) unusual		·			
6	SAFETY DEVICES	С							noises (knocks, growlingor grinding),(2) excessive	16	BATTERY LEVEL. Electrolytelevel to be specified by the TM. Report any excessive water			
7	TOOLS AND EQUIOMENT PUBLICATIONS	С				ļ——		•	smoking, and (3) throttleresponse.	1	consumption to the equipment chief. Terminals to			
8	CLUTCH	٧			. <b></b>		ļ		INSTRUMENTS . All instruments and gages are to function		be clean and tight.			
9	STEERING		С					5	as prescribed in appropriatetechnical manuals. Those of most importance are: (1) water temperature to show a	17	ANTIFREEZE Degree of protectionto be verified			
"	ENGINE OPERATION	°	c c				-		reading of to, (2) oil pressure to register between and on the page_(3) ammeter to show a high rate of		with a hydrometer. Do not add water in a protected cooling system without consulting the			
	UNUSUAL NOISES		C .		1				charge immediately following starting; then reduced to		equipmentchief.			
12	LIGHTS AND REFLECTORS	С	C C					1	approximately5 amps.	18	SERVICE BRAKES. Verify proper adjustment and			
13	AIR TANKS	C		5				ł	SAFETY DEVICES . Check mirrors, horns, fire extinguishers, boom stops, and turn signals for proper	1	check operationimmediately upon moving			
14	DRIVE BELTS	\$		c				6	functioningand/or condition.	۱.,	equipment.			
15 16	BATTERY ELEC. LEVEL	C C		- 6				l	TOOLS AND EQUIPMENT. Tools and assigned	19	TRANSMISSION . Check fluid level in accordance			
17	ANTIFREEZE TEST TQ F	v					-	7	attachments or accessories are to be checked for		with TM. Check for overheating during operaion.			
18	SERVICE BRAKES	v	c					l	serviceability, completeness and condition.	20	AIR FILTERS. Verify that air filterelement is clean			
19	TRANSMISSION	c						8	PUBLICATIONS . Verify that required publications are aboard the equipment.		and (if required) oil level correct. Service after each day of operationor more often if required.			
20	AIR FILTER	٧	ŝ					1	CLUTCH . Verify adjustmentand tension. Note for signs of		FUEL FILTERS. Drain to prevent accumulation of			
21	FUEL FILTER	s		\$				9	excessive heating while under load.	21	condensation.			
22	TIRES/TRACK	c		c					STEERING. Cover adequacy of all types of steering		TIRES/TRACKS . Tires to be inflated to recommended pressure and free from major cuts			
23								10	mechanisms, such as clutches, brakes, air, hydraulic, and gear.	22	and bruies. Tracks to be properly adjusted for			
24											tension and rollers correctly serviced.			
25							<u> </u>	11	ENGINE OPERATION. Check for irregular performance, such as misses and unusual noises. Verify adequacy of	l				
manu	<ol> <li>Add other coverages</li> </ol>					riata technio	eal		power by subjecting the equipment to a load-performance test.					
	., .	·					NAVMC 10524 (Rev. 12-93) (EF) (Reverse)							
									•		<b>☆U.S. GPO: 1995—638-063</b>			

#### **PURPOSE**

- Provides authority for an operator to operate on an assemed mission.
- May be used in place of the NAVMC 10523(Engineer Equipment Operational Record) when operated for an extended periods time.

#### PURPOSE CONT.

- Provides a checklist for conducting BEFORE, DURING, and AFTER checks and services. (PMCS).
- Provides means to record mileage/hours for PMCS scheduling.
- The back is used as a template for indicating required operator daily PMCS on the NAVMC 10523.
- Not required when a ERO has been submitted and equipment is operated from

### KESPONSIBILITE S

Maintained by the dispato



Must be kept up-to-date so that the scheduled PMCS is performed when due.

### DISPATCHER RESPONSIBILITIES

Request for the assigned mission is authorized.

- ✓ Operator has a valid operator's license (OF-346).
- ✓ Section "A" is updated with any 2nd EOM or higher PMCS due on

## DISPATCHERS RESPONSIBILITIES

- NAVMC 10031 (Daily Dispatching Record of Vehicles) is updated using the information from the NAVMC 10524.
- ✓ Equipment Officer or Chief is notified, when NAVMC 10524 indicates CM or PMCS work is required.

## DISPATCHERS RESPONSIBILITIES

- ✓ Updated after receipt of the completed NAVMC 10523 when required.
- ✓ Before, During and After operation PMCS are indicated on the Daily Preventive Maintenance Services side.
- Dispatcher is not required to

### EQUIPMENT CHIEF RESPONSIBILITIES

- ✓ Section "A" is updated after completion of a 2nd echelon or higher, scheduled or unscheduled, PMCS.
- NAVMC 10561 (Preventive Maintenance Checks and Services Roster) is updated.
- ✓ Any PMCS or CM is done prior to being dispatched.

## OPERATOR RESPONSIBILITIES

The operator will ensure the following:

✓ Completes all blocks pertaining to the operator before returning to the equipment pool.

✓ Hr/Miles PMCS Completed Block requires initials for daily PMCS.

# FSMA0 CLARIFICATION

- DTD 21Dec 01, Encl. (3), Pg. 17, Para. k, clarifies completion requirements for operator's daily PMCS (NAVMC 10524).
  - **✓** Back of the 10524 should be completed when the form is established for the equipment and filed in the NAVMC 696D. The back of the form serves as a guide for the dispatcher, when dispatching equipment, to determine which services are applicable to the item

Get your 10524, first we will go over how to fill out Section "A", and computing your Hourly PMCS schedule as it would look like in the 696D.

			MENCLATU		NE	(ATC)	MAC F	ID NO		USMC OR	SERIAL NO.			OCT 07	DATE RECORD	CLOSED	1	NO OR UNIT
<b>~</b>			PERATION/				1262A				PARTS - SL-4- 11262A RECORDS-TM 4700-18							
SECTION	PMCS D (Use Penci		250		500	1000	1500	3000						JLED PMCS erformed)	NEXT SCHEDULED (Enter Date D		LUBBI ATIO	ON DUE NEXT
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			OPER/	ATION									SER	V CE				
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	DATE	$\vdash$	HOURMETE	STOP		HR/MI OPER.		DIESEL (GAL)	OIL WT	OIL WT	OIL WT	CLEA	NED/	COMPLETED	STO HU.		-	ATURE
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	DAILY PREVENTIVE MAINTENANCES SERVICES													
		Lege	end for marl	king	•			ITEN	COVERAGE AND PROCEDURE	ITEM	COVERAGE AND PROCEDURE,			
	Adjust	S - Service	,		X - Adju	ustment/Rep	air	1	DAMAGE, PILFERAGE, LOSS.	12	UNUSUAL NOISES. Note for signs of metal			
	uired Check	V - Verify			O - De	fect Correct	ed		Examine for signs of any obvious damage, pilferageor loss of components, attachments, or accessories.		grinding, squeating, or thumping. Observe for signs of excessive backlash and worn sheave bushings or gears.			
Š.	COVERAGE	OPERATION			8 HOUR 10 HOUR			2	<u>LEAKS, GENERAL</u> . Check under equipment and in engine compartment for signs of fuel, oil, water, gear oil, or brake	13	LIGHTS AND REFLECTORS, Test for adequacy of			
ITEM NO	COVERAGE	BEFORE	DURING	AFTER	o noon	10 HOOK		3	fluid leaks.  FUEL, OIL, WATER, Verify levels and condition. Water		performance and service ability. Broken or cracked lenses and reflectors are to be replaced.			
1	DAMAGE, PILFERAGE, LOSS	С		c			I		level in radiatormust be as specified in TM. Fuel tank to be full and free of escessive sediment deposit as noted at the	14	AIR TANKS. Drain to prevent accumulation of			
2	LEAKS, GENERAL	С		C					sediment bowl. Oil to be clean and at level specified by		condensationor freezing.			
3	FUEL, OIL, WATER ENGINE, WARMUP	v		S					TM. Refill to level after each operation. Contaminated fuel, water, and lubricant chief if contaminated occurs frequently.	15	DRIVE BELTS. Verifyadjustments and condition. Belts having oil and grease on them			
4	INSTRUMENTS	C						1.	ENGINE WARMUP. Allow engine to operate sufficientlyto		are to be cleaned as soon as possible.			
5	SAFETY DEVICES	С	C .	<u>-</u> .			<del> </del>	4	reach operatingtemperature. Inspect for obvious leaks and note for signs of improperoperation such as: (1) unusual	16	DATTERY I FIG. 51-4-1-4-1-4-1-4-1-4-1-4-1-4-1-4-1-4-1-4			
6	TOOLS AND EQUIOMENT	С						ł	noises (knocks, growlingor grinding),(2) excessive	10	BATTERY LEVEL. Electrolytelevel to be specified by the TM. Report any excessive water			
7	PUBLICATIONS	С С				ļ——		1	smoking, and (3) throttleresponse.		consumption to the equipment chief. Terminals to			
8	CLUTCH				. <b>-</b>			1	INSTRUMENTS All instruments and gages are to function		be clean and tight.			
9	STEERING		С				-	5	as prescribed in appropriatetechnical manuals. Those of most importance are: (1) water temperature to show a	17	ANTIFREEZE Degree of protectionto be verified			
10		C	c c	ست:	ļ		1	ł	reading of to, (2) oil pressure to register between and on the page (3) ammeter to show a high rate of		with a hydrometer. Do not add water in a protected cooling system without consulting the			
11	ENGINE OPERATION		С		ļ		1	1	charge immediately following starting; then reduced to		equipmentchief.			
12	UNUSUAL NOISES	С	Ç.					1	approximately5 amps.	18	SERVICE BRAKES. Verify proper adjustment and			
13	LIGHTS AND REFLECTORS	С						1	SAFETY DEVICES. Check mirrors, horns, fire		check operationimmediately upon moving			
14	AIR TANKS	\$		S				6	extinguishers, boom stops, and turn signals for proper		equipment.			
15	DRIVE BELTS	С		С					functioningand/or condition.	19	TRANSMISSION . Check fluid level in accordance			
16	BATTERY ELEC. LEVEL	С		8				7	TOOLS AND EQUIPMENT. Tools and assigned attachments or accessories are to be checked for		with TM. Check for overheating during opertion.			
17	ANTIFREEZE TEST TQ F	V							serviceability, completeness and condition.		AID EII TEDS Verify that air filter plamant in alt an			
18	SERVICE BRAKES	v	С						PUBLICATIONS . Verify that required publications are	20	AIR FILTERS. Verify that air filterelement is clean and (if required) oil level correct. Service aftereach			
19	TRANSMISSION	С	С					8	aboard the equipment.		day of operationor more often if required.			
20	AIR FILTER	v	s	-					CLUTCH . Verify adjustment and tension. Note for signs of		FUEL FILTERS. Drain to prevent accumulation of			
21	FUEL FILTER	s		Ś				9	excessive heating while underload.	21	condensation.			
22	TIRES/TRACK	c		С			ļ	1	STEERING. Cover adequacy of all types of steering		TIRES/TRACKS. Tires to be inflated to			
23						·		10	mechanisms, such as clutches, brakes, air, hydraulic, and	22	recommended pressure and free from major cuts and bruies. Tracks to be properly adjusted for			
24			<u> </u>					1	gear.		tension and rollers correctly serviced.			
25		<u> </u>	1				<del></del>	1	ENGINE OPERATION. Check for irregular performance,					
TOM	TEC.	<u> </u>	·			<u> </u>	<u> </u>	11	such as misses and unusual noises. Verify adequacy of power by subjecting the equipment to a load-performance					
101	1. Add other coverage:	s and proce	dures desig	nated by t	he approp	riate technic	cal		test.	İ				
man		<b>F</b>	ŭ	,					•					
	2. 8 & 10 hour PMCS	s are consid	dered as dai	ly PMCS'S	i.			]						
R	EMARKS													
										I	NAVMC 10524 (Rev. 12-93) (EF) (Reverse)			
	<del></del>	·	·							_	⇔US GPD: 1895—638-063			

### COMPUTING THE HOURLY PMCS SCHEDULE

- How to figure your hourly PMCS schedule will not be found in any MCO, TM, or UM.
- The following slides will explain how this can be accomplished.

### FORMULA WHEN A HOURLY PMCS HAS BEEN COMPLETED

SCHEDULED PMCS (COMES FROM LINE 4)

- + HOUR METER READING (TAKEN FROM ERO)
- = NEW PMCS DUE (THIS READING IS PLACED IN THE APPROPRIATE BLOCK)



250 500 1000 1500 2000 250 500 1000 1500 2000

IR EQUIPMENT IS DUE FOR A 250 HR PM, YOU SEND IT TO NT. THEY COMPLETE IT, THE ERO STATES THE EQUIPMENT 250 HRS ON IT. THIS IS WHAT YOUR UPDATED 10524 WOULL K LIKE NOW.

 500
 500
 1000
 1500
 2000

 250
 500
 1000
 1500
 2000

### FORMULA WHEN THE HOUR METER HAS BEEN REPLACED

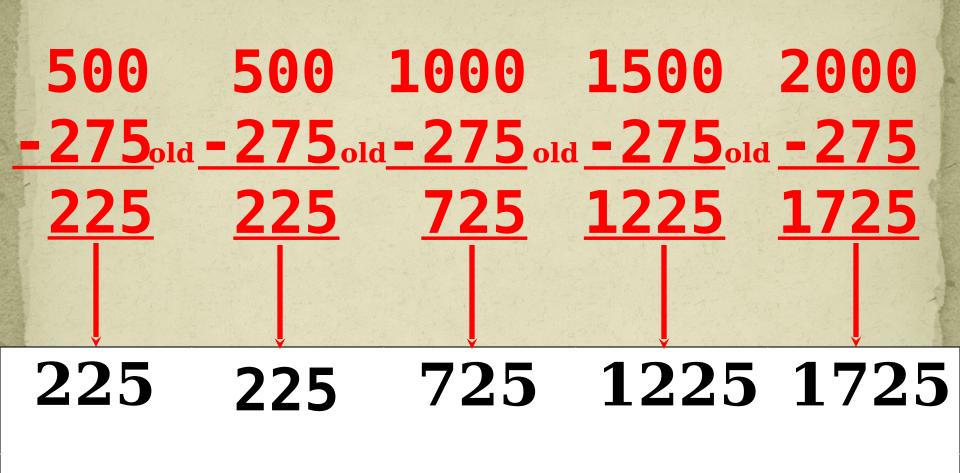
- \*\*The following formula applies to the PM schedule when the <u>new</u> hour meter has "0" hours.
- \*\*This formula must be applied to Meachtheurly PM separately.
  - OLD HOUR METER READING (ERO/HR METER)
- NEW PMCS DUE (THIS READING IS PLACED IN

THE APPROPRIATE BLOCK)

J SEND IT TO MAINT. TO HAVE THE HOUR FER REPLACED, MAINT. RELACED THE HOUR FER AND THE NEW HOUR METER HAS "0". TO HOUR METER HAS "0". TO HOUR METER HAD "275" HOURS. THIS IS AT YOUR 10524 CURRENTLY LOOKS LIKE.

<b>500</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>
<b>250</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	2000

#### **EXAMPLE**



**250 500** 

1000 1500 2000

### FORMULA WHEN THE HOUR METER HAS BEEN REPLACED

\*\*The following formula applies to the PM schedule when the new hour meter has hours already accumulated on it.

\*\*This formula must be applied to each hourly PM separately. DUE (LINE 3)

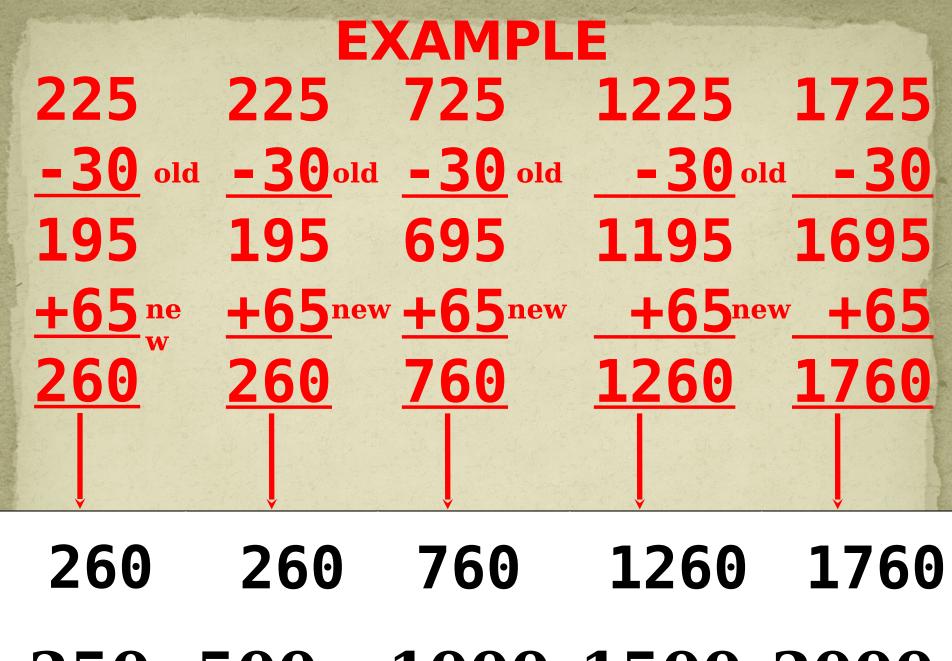
- OLD HR MTR READING (ERO/HR MTR)

XXXX (RESULT)

- + XXXX (NEW HR MTR)
- = XXXX (NEW PMCS DUE) (PLACE IN THE APPROPRIATE BLOCK)

SEND IT TO MAINT. TO HAVE THE HOUR TER REPLACED, MAINT. RELACED THE HOUR TER AND THE NEW HOUR METER HAS "65" IS OLD HOUR METER HAD "30" HOURS. THIS AT YOUR 10524 CURRENTLY LOOKS LIKE.

<b>225</b>	<b>225</b>	<b>725</b>	<b>1225</b>	<b>1725</b>
<b>250</b>	<b>500</b>	1000	<b>1500</b>	2000



250 500 1000 1500 2000

### PRACTICAL APPLICATION "A"

#### **SECTION "B" 10524**

- Optional, except when equipment is being operated at an isolated job site for an extended period.
- If required the Major Subordinate Commands Maintenance Management Standing Operating Procedures (MSCMMSOP) will state those requirements.

No EOT Indicator, the NAVMC 10523

#### **FSMAO CLARIFICATION**

- DTD 21Dec 01, Encl. (3), Pg. 8, Para. c, clarifies requirements for using Section "B" (NAVMC 10524).
  - The intent of Pg. 2-21-6, Para. (2) of the 4700 is to provide the unit commander the option to use or not to use section "B". The exception is when equipment is operated at an isolated job site for extended periods of time. The MMSOP must clearly state if section "B" is to be used, and, if not, what procedures must be followed in order for shops to determine when hourly PMCS's

#### 10524 IN 696D

WHEN ENTRIES IN SECTION "B" IS MANDATED BY THE MMSOP.

Each time the equipment is operated, the operator will enter

NAVMC 10524 (Rev.12-93) (EF) Previous edition is obsolete. CONSOLIDATED ENGINEER EQUIPMENT OPERATION LOG AND SERVICE RECORDS (4700) SN: 0000-005-6404 U/h: PG OF 250 EQUIPMENT NOMENCLATURE USMC OR SERIAL NO ID NO DATE RECORD OPENED DATE RECORD CLOSED CONTROL NO OR UNIT ALL TERRAIN CRANE (ATC) MAC 50 11262A 15 OCT 07 00172 627524 112624 11262A\_0D/2A

SECTION A	REFERENCES	OPERATION	/MAINTENAN	: <sub>Е-ТМ</sub> 1:	L262A	-OR/	3A		PARTS	- \$L-4- 112	62A		RECO	RDS-TM 47	00-15/1
SEC	PMCS DUE: (Use Pencil on		<b>5</b>   500	1000	1500	1500 3000				LAST SCHEDU (Enter Date Pe		NEXT SCHEDULED (Enter Date D		PMCS (Enter Type)	
	SCHEDULED PMCS	250	500	1000	1500	300	0			SEPT	09	SEPT	10	IAW	TM
		OPER	ATION							SER\	VICE				
	DATE		METER OR ER READING STOPPED	TOTAL HR/MI OPER.	GAA (GAL)				90 WT	AIR FILTER CLEANED/ CHANGED	HR/MI PMCS COMPLETED	ERO NO.	υh	ит	SIGNATURE
	 13Jul09		25	0			10	30		OHANGED	25	AT056	001	72	Sign
	15Jul09	25	31	<u>0</u> 6	.25	15		1qt	:			AIUJU	003	. / _	JIGII
	16Jul09	31	34	3				<b>"</b>							
	18Jul09	34	40	6 7			1	<u> </u>							
	20Jul09	40	47		.25	25	1qt								
	21Jul09	47 50	50 54	3 4					<del> </del>						
m	25Jul09	<u>56</u>	56	2											7.5
NO.	2030C03	<u> 56</u> _	60	4											
SEC	26Jul09 30Jul09 1Aug09	60	65	5	.25	26		1qt		,					
							ļ	<u> </u>							
				<u>-</u>											
	<u>5Sep09</u>	245	245	0							245	AT200	001	L72	Sign
										1			<i>.</i>		
	TOT	ALC		40		<b>CC</b>	1 ±	2							
	101	ALS		40	.75	66	1qt	ZQT					<u> </u>		

# 10524 EXTENDED JOBSITE

NOW LETS LOOK AT WHAT THE 10524 MAY LOOK LIKE WHEN IT IS FILLED OUT BY THE OPERATOR(S) ON A JOBSITE FOR AN EXTENDED PERIOD OF TIME.

П	EQUIPMENT	NOM	ENCLATU	RE		·		ID NO	)	иѕмс	OR SERIA	AL NO	D.	ATE RE	CORD OP	ENED	DATE RE	CORD (	CLOSED	CONT	TROL NO OR UNIT	
	ALL T	ER	RAIN	CRA	NE (	(ATC)	MAC	11	.262 <i>A</i>	<u> </u>	6275	524		13	JUL	09	01	AUG	09	00172		
SECTION A	REFERENCES	S: OP	PERATION/	MAINTEN	ANCE-	тм 11	L262A	-OR/3	BA	PAI	RTS - S	RTS - SL-4- 11262A						RECORDS-TM 4700-15/1				
SECI	PMCS DUE (Use Pencil o	1	250	5	00	1000	0 1500 36		3000					LAST SCHEDULED PMCS (Enter Date Performed)		, ,	NEXT SCHEDULED (Enter Date Du				LUBRICATION DUE NEXT PMCS (Enter Type)	
	SCHEDULE PMCS	Œ	250	5	00	1000	1500	300	9				00	CT	09		0CT	09		IA	W TM	
			OPERA	ATION										SEF	RVICE							
	DATE	$\vdash$	SPEEDOM OURMETER	R READIN	IG	TOTAL HR/MI OPER.	GAA 1	DIESĒL	OIL	OIL	OIL		AII FILTI CLEAN	ER NED/	HR/ PMI COMPL	cs	ERO 1	NO.	UN	ΙΤ	SIGNATURE	
}			TARTED	STOPPE	-		LBS	(GAL)	<b>10</b> ~⊤	<b>30</b> <sup>\(\)</sup>	<u>π 90</u>	1 441	CHAN				<u> </u>					
	13Jul09	-	20 25	25 31		5	.25	15		<b>1</b> q	t		C		BK BK		<u> </u>					
Г	16Jul0		31	34	- 1	3							_		BK							
	<b>18Jul0</b>	9	34	46	)_ _	_6							C	L	BK	B_						
	<u> 20</u> Julo	1	40	47		7	.25	25	1qt				<u> </u>	<u>Ļ</u>	BK							
ſ	21Jul09	1	47	50		3					-		_Ç		BK		<del>                                     </del>					
	25Jul09 26Jul09		50 54	54 56		4 2							C		BK BK							
വ	30Jul0		56			4							Č		BK							
SEC	1Aug09		60	65		5	.25	26		<b>1</b> q	t		Č	L	BK							
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	T0	İΑ	LS			40	75	66	1qt	<b>2</b> q	t											

## FILING AND DIPOSITION

Filed in the 696D.

When the sheet is filled, the accumulated totals and other data is transferred to a new NAVMC 10524.

Retain the last completed or filled NAVMC 10524.

### QUESTIONS 2

### QUESTIONS TO YOU!

Q. What is the purpose of Section "B" of the NAVMC 10524?

A. To provide a means of recording equipment mileage and hours, preventive maintenance

### **QUESTIONS TO YOU!**

Q. Who maintains the NAVMC 10524?

A. Dispatcher

### BREAK!!!

#### **NAVMC 10523**

#### ENGINEER EQUIPMENT OPERATIONAL RECORD

DAT	E		EQU	IPMENT	Г			1	USMC OR SE	FRIAL NO. OF	RGANIZATION			
					1	TIME	HOURS OF	R MILE	S	REPORT TO (Location)				
	1ST OP	ERATO	R		IN		STOP					151.		
_1	DISPAT	CHER'S	SIGNA	TURE	ОUТ		START							
OPERATIONAL					TOTAL		TOTAL							
	2ND OF	PERATO	R		1N		STOP							
ER/	DISPAT	CHER'S	S SIGNA	TURE	OUT		START							
Ö					TOTAL	,	TOTAL			· · · · · · · · · · · · · · · · · · ·				
	we	RK	1ST OP	ERATO	R									
			2ND OF	PERATO	OR					<u> </u>				
	FUELS LUBES			;	OIL C	HANGE		LUBRI	CATION	PM SERVICE				
	DIESEL (GAL)		OE (QTS)	GO (QTS)	GREASE (LBS)	HOUR/MILI DUE	COMPLET		OUR/MILE DUE	HOUR/MILE COMPLETED	TYPE PM DUE	HOUR/MILE DUE	HOUR/MILE COMPLETED	
REMARKS							<u>, L</u>	1_		<u> </u>	1ST OPERATOR	'S SIGNATURI	<u> </u> =	
	<b>=0</b> l	JNI		IN	T	M 47	700	-1	.5/1	Н,	2ND OPERATOR	R'S SIGNATUR	E	
PG. 2-20-1											EQUIPMENT FO	PREMAN'S SIG	NATURE	

#### DAILY "A" PM SERVICE

Legend for marking									
A — Adjust C — Check L — Lubricate	S — Service V — Verify / — Not applicable	X — Adjustment/Repair Required O — Defect Corrected							

₹.			OPERATION			10 HOUR	
HEM	COVERAGE	BEFORE	DURING	AFTER	8 HOUR	10 HOOK	
1	DAMAGE, PILFERAGE, LOSS	С		С	-		
2	LEAKS, GENERAL	С		C			
3	FUEL, OIL, WATER	٧		\$			
4	ENGINE WARMUP	c					
5	INSTRUMENTS	С	С				
5	SAFETY DEVICES	С					
7	TOOLS AND EQUIPMENT	С					
8	PUBLICATIONS	٧					
9	CLUTCH	٧	C				
10	STEERING	C	С				
11	ENGINE OPERATION		C				
12	UNUSUAL NOISES	C	C				
13	LIGHTS AND REFLECTORS	C					
14	AIR TANKS	\$		S			
15	DRIVE BELTS	С		Ç			
16	BATTERY ELEC. LEVEL	С		\$			
17	ANTIFREEZE TEST TO * F	٧					
18	SERVICE BRAKES	٧	С				
19	TRANSMISSION	C	C			T	
20	AIR FILTER	٧		S			
21	FUEL FILTERS	S		s	-		
22	TIRES/TRACK	C		С			
23							
24							
25							
<b>—</b> —	L		r			+	

#### NOTES:

- 1. Add other coverages and procedures designated by the appropriate technical manual.
- 2. 8 and 10 hour scheduled PM's are considered as daily PM services.
- 3. If repairs are required, notify the equipment chief.

#### REMARKS

## **PURPOSE**

Provides the operator with the authority to operate a piece of equipment on an signed mission.

Provides the operator with a checklist for conducting daily PMCS.

## PURPOSE CONT.

Provides a means for recording mileage or hours for equipment operation so that PMCS may be scheduled and POL consumption determined.

\*NAVMC 10523 need not be prepared when equipment has an ERO submitted and is being appreciated from pool area to

## Maintained by the Dispatcher.

- The Dispatcher will ensure:
  - ✓ The request for the assigned mission is authorized.
  - ✓ Operator has a valid operator's license (OF-



- **✓ NAVMC 10523** is updated with any PMCS due.
- ✓ The NAVMC 10031(Daily Dispatching Record of Vehicles) is updated with applicable data from the the NAVMC 10523.
- ✓ Equipment Officer or Chief is notified when the NAVMC 10523 indicates equip. needs corrective maintenance.

## Dispatcher

- ✓ Oil change or lube service due. Not required when no time indicator.
- ✓ 2nd echelon or higher PMCS due on equipment. Leave blank when equipment has no time indicator.
- ✓ Update NAVMC 10524 when NAVMC 10523 is completed.
- ✓ The required daily PMCS located on the back of NAVMC 10523 is filled out as indicated on the NAVMC 10524.
- ✓ Dispatcher is not required to schedule 8 or 10 hr PMCS.
- ✓ The completed NAVMC 10523 is forwarded to the Equip. Officer, Chief, or

# The Equipment Chief will ensure the following:

Any required PMCS or CM is accomplished before equipment is dispatched.



## The operator will ensure the following:

- ✓ Complete blocks pertaining to operation and maintenance of the equipment.
- ✓ Complete blocks pertaining to daily PMCS Operator will treat and conduct 8 or 10 hour PMCS, recommended by the manufacture in the appropriate TM, as daily PMCS.

✓ Operator will forward the completed NAVMC 10523 to the dispatcher

# GET OUT YOUR NAVMC 10523 AND TAKE NOTES

#### DISPATCHER ENTERS THE FOLLOWING. 2ND OPERATOR NOT REQUIRED.

DAT		n 10		PMENT DA		LATE				USI	мс оп se 6275		OR	GANIZATIONSS - 172	ON 2, M	WSG-17,	<b>1</b> ST <b>M</b>	AW
					Т	IME	HOURS OR MILE			ES	REPORT TO (Location)				RELEASED BY (Signature – Time)			
		ERATO			IN		5	тор			LOCA1	TION (	)F	WHERE				
اــ		CHER'S		TURE	очт	0700	s	TART			THE OPERATOR			]				
NA	MUST BE AUTH.		TOTAL		T	OTAL			TO RE	EPORT	Т0	-				<del></del>		
OPERATIONAL	2ND O	PERATO	R		1N		٤	тор										
PER,	DISPAT	TCHER'S	SIGNA	TURE	оит		s	TART										
ō					TOTAL		T	OTAL										
	1ST OPERATO				R			<u>M/</u>	AY B	<u>E</u>	LEF	T BL	<u>AN</u>	K IF	ΕN	<u>IROLLE</u>	<u>D</u>	
	PERFORMED 2ND OPERATO			R	IN JO													
CE	FU	ELS		LUBES		OILC	HANGE L			LUBRICATION				PM SERVICE			<b>_</b> _	
SERVICE	DIESEL (GAL)	GAS (GAL)	OE (QTS)	GO (QTS)	GREASE (LBS)	HOUR/MILI			MILE LETED		IR/MILE DUE	HOUR/M		TYPE PM	DUE	HOUR/MILE DUE	HOUR,	MILE ETED
						500		24	45	<u>5</u>	00	245	5	500		500		<del>1</del> 5
REM	ARKS													1ST OPER	ATOR	'S SIGNATUR	E	
														2ND OPER	ATOR	'S SIGNATUR	E	
<del></del>														EQUIPMEN	NT FO	REMAN'S SIG	NATUR	E

#### \*

#### DISPATCHE R WILL **ENTER THE LEGEND AS** LISTED ON THE **NAVMC** 10524 FOR THE: BEFORE, DURING, AFTER.

#### DAILY "A" PM SERVICE

#### Legend for marking A — Adjust S — Service X — Adjustment/Repair Required

C — Check V — Verify O — Defect Corrected L — Lubricate /— Not applicable

Ē	00//50405		OPERATION		8 HOUR	10 HOUR	
¥ 11	COVERAGE	BEFORE	DURING	AFTER	e nouk	10 1001	
1	DAMAGE, PILFERAGE, LOSS	C		С			
2	LEAKS, GENERAL	C		С			
3	FUEL, OIL, WATER	٧		S			
4	ENGINE WARMUP	C					
5	INSTRUMENTS	С	С				
5	SAFETY DEVICES	С					
7	TOOLS AND EQUIPMENT	С					
В	PUBLICATIONS	γ		1			
9	CLUTCH	٧	C				
10	STEERING	C	С				
11	ENGINE OPERATION		C				
12	UNUSUAL NOISES	C	C				
13	LIGHTS AND REFLECTORS	C					
14	AIR TANKS	\$		S			
15	DRIVE BELTS	С		Ç			
16	BATTERY ELEC. LEVEL	C		\$			
17	ANTIFREEZE TEST TO * F	٧					
1B	SERVICE BRAKES	٧	С				
19	TRANSMISSION	C	C				
20	AIR FILTER	٧		S			
21	FUEL FILTERS	S		S			
22	TIRES/TRACK	C	T	С			
23							
24							
25							

#### NOTES:

- 1. Add other coverages and procedures designated by the appropriate technical manual.
- 2. 8 and 10 hour scheduled PM's are considered as daily PM services.
- 3. If repairs are required, notify the equipment chief

#### REMARKS

★ U.S. GOVERNMENT PRINTING OFFICE: 1993-735-234

#### **NOTE:**

OPERATOR WILL TREAT AND CONDUCT THE 8 OR 10 **HOUR** PMCS, RECOMMENDED BY THE**MANUFACTURE** IN THE TM, AS **DAILY** PMCS.

#### OPERATOR ENTERS THE FOLLOWING

DAT														
<u>12</u>	12 Jun 10 ALL TERRAIN CRANE (ATC) MAC 50 627524								<u> </u>	<u> WSS-17</u>	<u>2,                                    </u>	<u> MWSG-17</u>		<u>1A</u> W
:				Т	IME	HOURS OR MILI		ES	REPORT TO (Location)			RELEASED (Signature – 7		_
	1ST OPERATOR			IN	1400	STOP	13	LOCA	TION OF	WHERE	Ope	erator o	btains	
_1	DISPATCHER'S		TURE	OUT	0700	START	12	5 THE	THE OPERATOR					
NAI	MUST BE AUTH.		TOTAL	7	TOTAL		5 TO F	TO REPORT TO.			superv			
TIC	2ND OPERATO	R		1N		STOP								
OPERATIONA	DISPATCHER'S	SIGNA	TURE	оυт		START								
Ö				TOTAL		TOTAL			·					
	WORK SIGN BI PERFORMED 2ND OPERATO			<u>EFOR</u>	E RETU	JRNI	NG 1	O THE	DISPAT	CHER	<u> </u>			
)E	FUELS		LUBES		OIL CI	HANGE		LUBR	ICATION		F	PM SERVICE		_
SERVICE	DIESEL GAS (GAL) (GAL)	QE (QTS)	GO (QTS)	GREASE (LBS)	HOUR/MILI		MILE LETED	HOUR/MILE DUE	HOUR/MILE COMPLETED	TYPE PM I	DUE	HOUR/MILE DUE	HOUR/MILI	
SE	10	1	1	.25	500	2!	50	500	250	500		500	250	)
REM	REMARKS  1ST OPERATOR'S SIGNATURE  VERIFIES PMCS WAS COMPL													
	<b>ENTER</b>	AN	Y AI	MPL]	<b>IFYING</b>	G CO	MME	NTS F	0R			'S SIGNATUR		_
_	CM THAT REQUIRES 2ND EOM OR HIGHER    EQUIPMENT FOREMAN'S SIGNATURE OIC, CHIEF, FOREMAN													

**ENGINEER EQUIPMENT OPERATIONAL RECORD** 

(11245) NAVMC 10523 (REV. 8-86) PREVIOUS EDITIONS MAY BE USED. SN: 0000-00-005-6304 U/I: PG

#### N THE "OPERATIONS BEFORE" HE OPERATORS INITIALS, ERIFYING IT HAS BEEN COMP ER THE LEDGEND OF MARKIN ND APPROPRIATE TM BEFORE EAVING THE MOTOR POOL.

IE LEDGEND OF MARKINGS ID IN THE "OPERATIONS DUR IE OPERATORS INITIALS, RIFYING IT HAS BEEN COMPI R APPROPRIATE TM DURING DUIPMENT OPERATIONS.

THE "OPERATIONS AFTER" HE OPERATORS INITIALS, ERIFYING IT HAS BEEN COMPL ER THE LEDGEND OF MARKING SMARKS

ND APPROPRIATE TM PRIOR TO ETURNING 10523 TO THE SPATCHER.

#### DAILY "A" PM SERVICE Legend for marking

T	C L	— Adjust S — So — Check V — V — Lubricate /— N	erify	О		stment/R t Correct	epair Required ed
	3			OPERATION		o unio	10 HOUR
1 (		SCOVERAGE	BEFORE	DURING	AFTER	8 HOUR	10 4004
	1	DAMAGE, PILFERAGE, LOSS	С		С		
3	2	LEAKS, GENERAL	С		С		
	3	FUEL, OIL, WATER	V		\$		
	4	ENGINE WARMUP	С				
	5	INSTRUMENTS	С	C			
	5	SAFETY DEVICES	С				
	7	TOOLS AND EQUIPMENT	C				
	В	PUBLICATIONS	٧				
	9	CLUTCH	٧	С			
Ш		STEERING	C	С			
13	11	ENGINE OPERATION		С			
	12	UNUSUAL NOISES	С	С			
	13	LIGHTS AND REFLECTORS	С				
١.,	14	AIR TANKS	\$		S		
Π'	15	DRIVE BELTS	С		C		
	16	BATTERY ELEC. LEVEL	C		\$		

#### NOTES:

22

23 24

25

ANTIFREEZE TEST TO

SERVICE BRAKES TRANSMISSION

AIR FILTER

FUEL FILTERS

TIRES/TRACK

1. Add other coverages and procedures designated by the appropriate technical manual.

S

S

2. 8 and 10 hour scheduled PM's are considered as daily PM services

C

٧

S

С

3. If repairs are required, notify the equipment chief

## DISPOSITION

Retain for a minimum of 30 days.



✓ If equipment was involved in a accident and an investigation is being conducted, retain till no longer required or equipment is disposed of or

QUESTIONS ?

## QUESITONS TO YOU!!!

What does the signature in the "Work Performed" block, signify?

A. Verifies that the work is completed

## QUESITONS TO YOU!!!

☑. Who can sign the "Released By" block when the operator cannot obtain the signature from the jobsite supervisor?

A. The equipment officer, chief, or foreman can sign.

## BREAK!!!

	LOAD TEST EQUIPMEN	T DAILY CHECKLIST								
	Section 1 Gener	al Information								
SMC SERIAL NUMBER TYPE/CAP UNIT										
	Section 2 I	nspection								
S = SATISFACTORY  NA = NOT APPLICABLE  U = UNSATISFACTORY  Safety Guards & Plates  Area Safety										
*Safety Guards & Plates Housekeeping Gauges Area Safety  Combined Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of Company of										
Carrier Frame/ Rotate Hoses	Engine/Compressor	Warning/Indicatonr Lights	Unusual Noises							
General Hardware	Leaks. Fuel/Oil/Water	Control/Brakes	Control Action							
*Wire Rope	Lubrication	Visibility	Boom/Load/Rotate							
*Recving	Battery	Load Rating Chart	Crane Stability							
*Block	Lights	Safety Devices	No Load Test							
*Hook										
*Sheaves	Clutch/Brake Lining	List/Trim Indicators	Limit Switches							
*Boom/Jib Electric Motors Boom Angle/Radius Indicator										
*Gantry/Pendant/Boom Warning Tags Stops										
Walks/Ladders/Handrails	Fire Extinguisher(S)									
Winsocks/Chocks/Stops										
Tires/Wheel/Tracks										
Leaks; Fuel/Oil/Water										
Radius Indicator										
*Outrigger/Locking Device										
	Section 3 Speci	ial Instructions								
	end all equipment operations and notify  ) listed in the Inspection section.	the supervisor, when observing a	any unsatisfactory condition of any							
FOUND IN TM 4700-15/1H,										
PG. 2-24-1, OR MCO										
P11262.2A, Setter Signature 8, TABLE Operator 1262.2A, Figure 1262.2A, Table 1262										

## LOAD TEST EQUIPMENT DAILY CHECKLIST

• PURPOSE. to provide a record of the results of the load test equipment daily inspection.

✓ Produced locally. For example, copy form the TM-4700-15/1H or MCO P11262.2A.

## LOAD TEST EQUIPMENT DAILY CHECKLIST

- RESPONSIBILITIES. Operators will perform a Load Test Equipment Daily Checklist on <u>all</u> load lifting equipment.
- It used to be cranes only.

## **FSMAO CLARIFICATION**

DTD 21 DEC 01, ENCL. (3) PG. 18, PARA. (n) CLARIFIES INFORMATION PERTAINING TO THE LOAD TEST EQUIPMENT DAILY CHECKLIST.

n. Use of Load Test Equipment Daily Checklist: After reviewing TM 4700-15/1H, para. 2-24.b, the phrase "for example forklifts and retriever..." is misleading and implies that the Load Test Equipment Daily Checklist should be utilized as a checklist for forklifts, when the majority of the items listed on the checklist are for cranes only. The information provided on the Load Test Equipment Daily Checklist is very similar to the checklist in MCO P11262.2A, pg. 4-8, except the words "CRANE OPERATORS DAILY CHECKLIST" is annotated on the bottom left hand corner of the checklist. A

### **FSMAO CLARIFICATION**

- DTD 21 DEC 01, ENCL. (3) PG. 18, PARA. (0) CLARIFIES INFORMATION PERTAINING TO THE LOAD TEST EQUIPMENT DAILY CHECKLIST.
- o. Load Test Equipment Daily Checklist:
  During the operation of cranes, the Load
  Test Equipment Daily Checklist
  Referenced in TM 4700-15/1H will be
  utilized with the NAVMC 10523 or NAVMC
  10524.

## GET OUT YOUR LOAD TEST EQUIPMENT DAILY CHECKLIST AND TAKE NOTES

## P R E P A R A

	LOAD T <mark>EST EQUIPME</mark>	NT DAILY CHECKLIST	
	Section 1 Gene	eral Information	
JSMC SERIAL NUMBER TO 627524	YPE/CAP ATC) MAC 5	0 MWSS 172	HE OPS
S = SATISFACTORY	500	Inspection NOT APPLICABLE	U = UNSATISFACTORY
Safety Guards & Plates	Housekeeping	Cauges	Area Salety
Carrier Framc/ Rotate Hoses	Engine/Compressor	Warning/Indicatonr Lights	Unusual Noises
General Hardware	Leaks. Fuel/Oil/Water	Control/Brakes	Control Action
*Wire Rope	Lubrication	Visibility	Boom/Load/Rotate
*Reeving	Battery	Load Rating Chart	Crane Stability
*Block	Lights	Safety Devices	No Load Test
*Hook	Glass	Emergency Stops	Sheaves
*Sheaves	Clutch/Brake Lining	List/Trim Indicators	Limit Switches
*Boom/Jib	Electric Motors	Boom Angle/Radius Indicator	
*Gantry/Pendant/Boom Stops	Warning Tags		
Walks/Ladders/Handrails	Fire Extinguisher(S)		_
Winsocks/Chocks/Stops			
Tires/Wheel/Tracks			
Leaks; Fuel/Oil/Water			
Radius Indicator			
*Outrigger/Locking Device			
		cial Instructions	
	nd all equipment operations and notife by listed in the Inspection section.	fy the supervisor, when observing an	y unsatisfactory condition of any
	<u> </u>	4 Remarks	
	TERS AMPLIFY	ING COMMENTS	ON ALL ITEMS
MAKNED UNSA	TISFACTORY.		
	Opening and	E Signatura	
Operator's STCNA		5 Signature Date	10 71111 10
Operator's SIGNA	IUKE	Date	12 JUN 10

N

S

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S

## FILING AND DISPOSITION

✓ Operator returns to supervisor upon completion of commitment.

- ✓ Supervisor will review, and take corrective action.
  - If corrective action is required. Equip. will be transferred to the maintenance section. After action has been transferred to ERO/SRO/WON, it will be retained with the trip ticket and disposed of when the trip ticket is destroyed.
  - If no corrective action is required, it will be retained with the trip ticket and disposed of

QUESTIONS ?

## QUESITONS TO YOU!!!

■. What is the purpose of the Load Test Equipment Daily Checklist?

A. To provide a record of the result of the load test equipment daily inspection.

## QUESITONS TO YOU!!

Can the Load Test Equipment Daily Checklist be destroyed once all corrective action is transferred to the ERO?

A. No!

# SF 91 MOTOR VEHICLE ACCIDENT REPORT

FOUND IN THE TM 4700-15/1H, PG. 2-17-1 PARA. 2.17

#### **PURPOSE**

Is to provide a detailed report of any accident involving a motor vehicle.

## RESPONSIBILITIES

- Operator of any vehicle involved, is responsible for submitting this report.
  - ✓ Second party can initiate for the operator using any witnesses.
  - ✓ Operator's supervisor(OIC) fills out their portion.
  - ✓ Investigating Officer will complete the accident investigator portions per the Manual of Judge Advocate General.

## SF-91

- Preparation Instructions. All entries are self-explanatory.
  - ✓ Submit to the Equip. Officer for review and appropriate action.
- Filing. Carry a blank SF 91 with each vehicle.
- Disposition. Retain the SF 91 with the accident investigation per the JAG Manual.

	OTOR VEHICLE CIDENT REPORT	Please read Privacy Act ment on Pa	State-	thru 82c are	e filled o	ut by the		upervisor. S	Sections 2	XI thru XIII s	ection X, Items 72 ire filled out by an
	SECTION I - FEDERAL VEHICLE DATA										
1. D	RIVER'S NAME (Last, first, mic	idle)					2. DRIVER'S L	ICENSE NO./S	STATE/LIMIT	ATIONS 3. DAT	E OF ACCIDENT
4a. I	DEPARTMENT/FEDERAL AGE	NCY PERMANEN	IT OFFICE	ADDRESS						4b. WORK TE	LEPHONE NUMBER
5. T	AG OR IDENTIFICATION NUM	BEA	6. EST. P	REPAIR COST	7. YEAR C	OF VEHICLE	B. MAKE		9. MODEŁ	110	. SEAT BELTS USED
11.	DESCRIBE VEHICLE DAMAGE					4100 000	tion VIII if addi		·		
12.	DRIVER'S NAME (Last, first, n				_			13. DRIVER		NUMBER/STATE	/LIMITATIONS
14a	. DRIVER'S WORK ADDRESS		S	HEC		PA				14b. WORK T	ELEPHONE NUMBER
15a	DRIVER'S HOME ADDRESS									15b. HOME TI	ELEPHONE NUMBER
16.	DESCRIBE VEHICLE DAMAGI	<b>E</b>								17. ESTIMATE	D REPAIR COST
18.	YEAR OF VEHICLE 19. M	IAKE OF VEHICLE	E			20. MODEL C	OF VEHICLE			21, TAG NUM	BER AND STATE
22a	. DRIVER'S INSURANCE COM	IPANY NAME AND	OADDRES	s	·					22b. POLICY	NUMBER
										( )	ONE NUMBER
23.	VEHICLE IS			24a. OWNER'S	NAME(S)	Last, first, mid	ddle)			24b. TELEPH	ONE NUMBER
<u>[</u>	CO-OWNED LEASED	RENTAL PRIVATELY OV	WNED							( )	
25.	OWNER'S ADDRESS(ES)								. <u> </u>		
		SECTIO	NIII - K	ILLED OR IN	JURED (	'Use Sectio	n VIII if additio	onal space is	s needed.)		
Ì	26. NAME (Last, first, middie)									27. SEX	28. DATE OF BIRTH
	29. ADDRESS										
A	90. MARK "X" IN TWO APPRO	/ER PAS	SENGER ESTRIAN	31. IN WHICH T		32. LOCATIO	ON IN VEHICLE	33. F/R	ST AID GIVE	EN BY	
	34. TRANSPORTED BY			ORTED TO	<u>,</u>			L			
	36. NAME (Last, first, middle)									37. SEX	38. DATE OF BIRTH
	39. ADDRESS										
В	40. MARK "X" IN TWO APPRI KILLED DRIV	ER PASS	SENGER ESTRIAN	41. IN WHICH		42. LOCATIO	ON IN VEHICLE	43. FIR	STAID GIVE	EN BY	
İ	44. TRANSPORTED BY	45	. TRANSP	ORTED TO							
	a NAME OF OTH	REET OR HIGHWA					BECTION OF ST	DESTRIAN	Meannand	NE corner etc.	
	a. NAME OF STE	iee i OH HIGHW/	M.T			FROI	RECTION OF PE	DESTHIAN (S		TO	
46.	Pedestrian  c. DESCRIBE With hitehhiking, etc.	HAT PEDESTRIAN	N WAS DO	ING AT TIME OF	ACCIDENT	(Crossing in	tersection with sig	gnat, against si	. l. <b>gnal, diago</b> ni	ally; in roadway p	laying, walking,

SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is need	ded.)		•
47. DATE OF ACCIDENT  48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of i residential, open country, etc.); Road description).	ocality (indus	trial, b	usiness,
49. TIME OF ACCIDENT			
AM			
PM			
50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED	51 P	OIN.	OF IMPACT
Use one of these outlines to sketch the scene. Write in street or highway names or numbers.	0	Chec	k one for vehicle)
a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.	FED	2	AREA
Example:> 1 2			a. FRONT
b. Use solid line to show path before accident	<b>-</b>		b. R. FRONT
and broken line after			c. L. FRONT
			d. REAR
c. Show pedestrian by ————	<b>`</b>		e. R. REAR
d. Show rallroad by +++++++++++++++++++++++++++++++++++			f. L. REAR
e. Place arrow in this circle to			g. R. SIDE
Indicate NORTH			h. L. SIDE
52. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "2", etc. Please include information on posted speed limit, approximate speed weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, etc.), and driver actions (making U-tum, passing, stopped in traffic, etc.).  SF-91 PAGE 2			

	SECTION V	- WITNESS/PASSENGER (Witness must fi	ill out SF 94	, Statement of Witness) (Cor	ntinue in Se	ection VIII.)			
	53. NAME (Last, first, middle)			54. WORK TELEPHONE NUMBER	55. HQM	E TELEPHONE NUMBER			
A				( )		1			
`	56. BUSINESS ADDRESS		57. HOME ADDRESS						
	58. NAME (Last, first, middle)			59. WORK TELEPHONE NUMBER	60. HOM	E TELEPHONE NUMBER			
в				( )	10	ı			
ا د	61. BUSINESS ADDRESS		62. HC	ME ADDRESS					
		SECTION VI - PROPERTY DAMAGE (L	Jse Section	VIII if additional space is nee	eded.)				
:3a.	NAME OF OWNER	······································		63b. OFFICE TELEPHONE NUMBER		ME TELEPHONE NUMBER			
				( )		•			
K3Q.	BUSINESS ADDRESS		63e. H	OME ADDRESS					
4a.	NAME OF INSURANCE COMPA	INY		64b. TELEPHONE NUMBER	54c. POI	ICY NUMBER			
				( )					
5. ľ	TEM DAMAGED	56. LOCATION OF DAMAGED ITEM			67. ESTI	MATED COST			
					\$				
		SECTION VII - PO	OLICE INF	ORMATION	•				
Юa.	NAME OF POLICE OFFICER			68b. BADGE NUMBER	68c. TEL	EPHONE NUMBER			
						1			
39. F	RECINCT OR HEADQUARTER	\$	70a. PERSON CHARGED WITH ACCIDENT 70b. VIOLATION(S)						

#### **SF-91 PAGE 3**

491. Disclosure of the vehicle accident. The from the accident are accidents. Routine us regulatory investigation involving a Federal vehicle.	e Privacy Act of 1974, solide information by a Federal principal purposes for using the provide accident into a finformation may be been or prosecutions. An erephicle or who refuses to compare the properties of the properties of the properties of the provides and the privace of the provides and the privace of the provides are provided to the provides are provided to the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace of the privace	citation of the information and its imployee is manda g this information is formation/statistics in y Federal, State or imployee of a Federal coperate in the investigation of the investigation in the investigation of the investigation in the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of the investigation of th	atory as the first step to provide necessary o analyzing accident local governments, o al agency who fails astigation of an accide	s form is authorized by o in the Government's in data for legal counsel in causes and developing or agencies, when relevation report accurately a tent may be subject to a	nvestigation of a motor no legal actions resulting methods of reducing ant to civil, criminal, or motor vehicle accident			
71a. NAME AND TITLE OF DR	tion on this form <i>(Sections I t</i> IVER	nru VIII) is correct to t	71b. DRIVER'S SIGNATURE	<u> </u>				
	SECTION X - DI	ETAILS OF TRIP DUF	I RING WHICH ACCIDEN	IT OCCURRED				
72. ORIGIN			73. DESTINATION					
74. EXACT PURPOSE OF TR	IP .		J					
	DATE P WAS GIVEN TO THE OPERATOR VRITING (Explain)	TIME (Circle one) a.m. p.m.		DATE  ATION FROM DIRECT ROUTE  ES (Explain)	TIME (Circle one) a.m. p.m.			
L L	79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS  BO. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED.  NO (Explain)  NO (Explain)							
81. COMPLETED BY DRIVER'S SUPERVISOR	a. DID THIS ACCIDENT OCCUPANT	CUR WITHIN THE EM	IPLOYEE'S SCOPE OF	DUTY				
82a. NAME AND TITLE OF SU	PERVISOR	82b. SUPERVIS	OR'S SIGNATURE AND DATE	=	82c. TELEPHONE NUMBER			
					( )			

STANDARD FORM 91 PAGE 3 (REV. 2-93)

#### SECTION XI - ACCIDENT INVESTIGATION DATA

83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION.

7 250

7 NO

(If "Yes", explain below.)

#### **SF-91 PAGE 4**

	84. PERSONS INTERVIEWED				
	NAME	DATE	NAME	DATE	
a.		C.			
b.		d.			
		1			

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

#### SECTION XII - ATTACHMENTS

LIST ALL ATTACHMENTS TO THIS REPORT

#### SECTION XIII - COMMENTS/APPROVALS

86. REVIEWING OFFICIAL'S COMMENTS

\*U.S.GPO:1995-390-660/09125

87. ACCIDENT INVESTIGATOR	88. ACCIDENT REVIEWING OFFICIAL
a. SIGNATURE AND DATE	a. SIGNATURE AND DATE
b. NAME (First, middle, last)	b. NAME (First, middle, last)
c. TITLE	c. TITLE
d. OFFICE	d. OFFICE
e. OFFICE TELEPHONE NUMBER	e. OFFICE TÉLÉPHONE NUMBER

STANDARD FORM 91 PAGE 4 (REV. 2-93)

# SF-94 STATEMENT OF WITNESS

FOUND IN TM 4700-15/1H,
PG. 2-17-1
PARA. 2.17.1

#### SF-94

- Purpose. To provide a detailed statement from an accident witness per section V of the SF 91.
- Responsibilities. Individual that is responsible for completing the SF 91 will request that witnesses complete the SF 94.
  - ✓ Not mandatory for the public.
  - ✓ Mandatory for the military and federal employees.

#### **SF-94**

Preparation Instructions. All entries are self-explanatory.

Filing. Retain two SF 94's in each vehicle.

Disposition. Retain with completed SF 91.

**QUESTIONS** 

## QUESITONS TO YOU!!!

**☑**. What is the purpose of the SF-91?

A. To provide a detailed report of accident involving a motor vehicle.

## QUESITONS TO YOU!!!

☑. What is the purpose of the SF-94?

A. To provide a detailed statement from an accident witness per section V of the SF-91.

## BREAK!!!

### **NAVMC 10560**

WORKSHEET FOR PREVENTIVE
MAINTENANCE AND TECHNICAL
INSPECTION FOR ENGINEER EQUIPMENT

#### **PURPOSE**

- To provide a check list for performing and recording:
  - **✓ PMCS.**
  - **✓ LTI's** 
    - Including acceptance, prior to major repair, and at the discretion of the Engr. Equip.
       Officer/Chief.
  - ✓ Also used as a guide when perform annual/safety condition check.
  - NOTE: Units are required to perform an LTI prior to equipment being placed in service. (Acceptance LTI)

#### EQUIP. FORMS & RECORDS ON TEMPORARY LOAN (TM 4700-15/1H, Ch. 1, pg. 1-5, Para. 1-9)

- Owning unit will provide a skeleton record.
  - ✓ Any short term transfer that does not involve formal transfer of custody, (Command Adjustment of Allowances).
  - ✓ Tag each record w/ the type and due date of the next Scheduled PMCS.
  - ✓ Borrowing unit will maintain records/skeleton records up-to-date of all entries and maintenance actions performed.

# **EQUIP. FORMS & RECORDS ON TEMPORARY LOAN (CONT.)**

**✓**Borrowing unit will update the FMSS when loaded, or provide info necessary for owning unit to update FMSS.

✓ Borrowing unit will return all forms & records containing maintenance actions performed.

Lender will update original records

# **EQUIP. FORMS & RECORDS ON TEMPORARY LOAN (CONT.)**

- ✓ At a minimum, skeleton records will consist of the joint LTI.
- White copy of all ERO's for maintenance actions performed while on temp. loan.
- SL-3 Extract for all SL-3 components that were temp. loaned with equipment.

#### RESPONSIBILITIES

- Equipment Chief is responsible for preparing this worksheet on PMCS.
- Prepare a template, refer to the appropriate TM's, Technical Bulletins, etc.
- Non-applicable portions may be blanked out.
- The maintenance unit, with assistance from the operator will perform the required services and signs.
- Equipment Chief will ensure required repairs are inspected and recorded before equipment is repaired.

# GET OUT YOUR NAVMC 10560 AND TAKE NOTES

#### PREPARATION INSTRUCTIONS

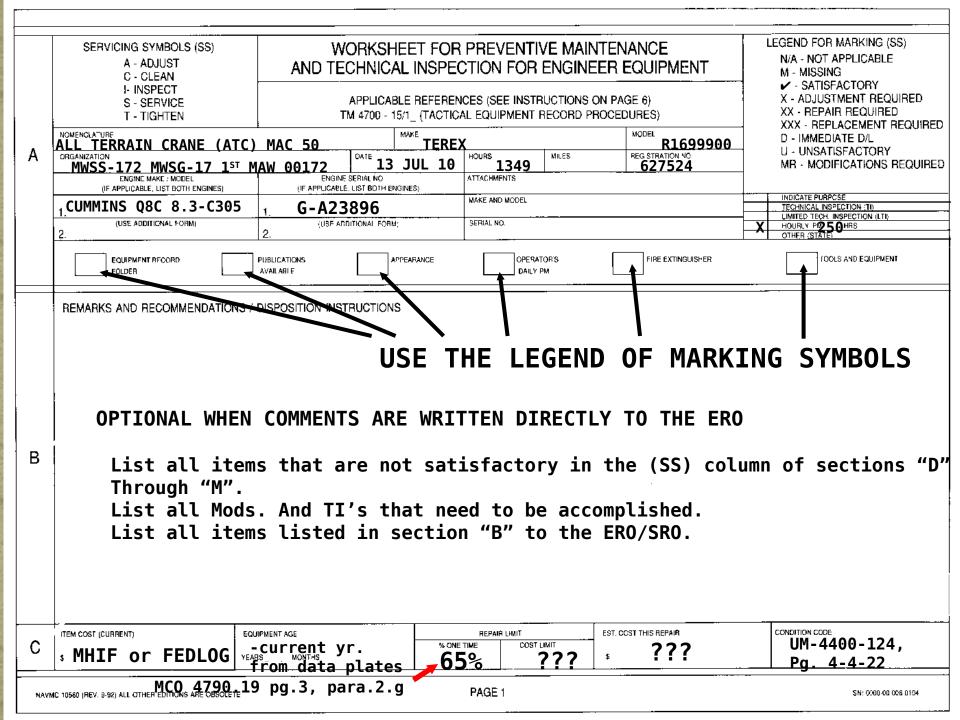
- Preparing activity may be the owner or user.
  - **✓**Temp loaned.
  - Maintenance section if evacuated to higher echelon.

Items marked with a pound sign (#) are completed by the preparing activity.

#### PREPARATION INSTRUCTIONS

Use the "Servicing Symbols" to list requirements for *PMCS* noted in the "SS" column of sections "D" through "M".

Use the "Legend For Markings" to list requirements for CM noted in the "SS" column of sections "D" through "M".



D	s s	ENGINE AND POWER UNIT	D	S S	ENGINE AND POWER UNIT (ELECTRICAL SYSTEM)
1		CYLINDER HEAD (GASKET, LEAKS, CRACKS)	26		EMERGENCY SHUTDOWN DEVICES (CONNECTIONS, LINKAGE)
2		EXHAUST SYS. (MANIFOLD, MUFFL., CONNECTIONS, PIPE) EXHAUST BACK PRESSURE_PSI (Hg). SMCKE ANALYSIS. (BLACK, BLUE, WHITE)	27		SPARK PLUGS (CRACKS, DISCOLORATION, FOULING;
3		VALVE MECHANISM (COVERS, SPRINGS, ROCKER ARMS, PUSH RODS) CLEARANCE	28		BATTERY (CASE, TERMINALS) SPECIFIC GRAVITY)
4		COMPRESSION TEST (TI OR MALFUNCTION ONLY)	29		BATTERY (BOX, HOLD DOWNS, CABLES CONNECTIONS)
			30		BATTERY SLAVE RECEPTACLE
5		CRANKCASE (LEAKS, OIL LEVEL) BREATHER (CLEAN)	31		BATTERY CHARGING GENERATOR / ALTERNATOR (MOUNTING, CONNECTION, BRUSHES COMMUTATOR) OUTPUT AMP & RPM
6		OIL FILTER / COOLERS (LEAKS, CLEAN)	32		VOLTAGE REGULATOR (SEAL CONNECTIONS, GROUND)
7		OIL PUMP PRESSURE:TEMPERATUREPSIF.	33		DISTRIBUTOR / MASNETO (CAP. ROTOR, POINTS, MOUNTING, CONNECTIONS;
8		ANTI FREEZE (SPECIFIC GRAVITY) PROTECTED TOF.	34		IGNITION COIL (MOUNTING, CABLE)
9		WATER PUMP, FAN. SHROUD, (LEAKS, ALIGNMENT. MOUNTING)	35		STARTER (MOUNTING, CONNECTIONS, BRUSHES, COMMUTATOR)
10		RADIATOR (CORE. SHUTTERS, HOSES, CAPI (LEAK, RESTRICTION, DAMAGE)	36		LIGHTS (CONNECTIONS, MOUNTING) DASH, BLACKOUT, HEAD, TAIL, CLEARANCE, WORKING
11		ACCESSORY DRIVE BELTS AND PULLEYS (CRACKS, ROT, ALIGNMENT)	37		WIRING HARNESS (CONNECTION, INSULATION)
12		GOVERNOR AND LINKAGE (LINKS, ALIGNMENT, OPERATION)	38		SWITCHES (MOUNTING, CONNECTIONS)
13		OVERSPEED GOVERNOR (CONNECTIONS, OPERATION)	39		METERS (VOLT, AMP, HOUR, ODOMETER, TACHOMETER, SPEEDOMETER) (MOUNTING, CONNECTIONS)
14		AIR BOX (DRAINS, RESTRICTIONS, GASKETS) AIR BOX PRESSUREPSI (Hg)	40		
15		AIRCLEANER PRECLEANERS (LEAKS, CONNECTIONS, MOUNTING, RESTRICTIONS)	41		
16		CARBURETOR / LINKAGE (LEAKS, ALKINMENT)	42		
17		BLOWER / TURBOCHARGER (LEAKS, SEALS, MOUNTING, SCREEN)	43		
18		INJECTORS, INJECTOR PUMPS (LEAKS, FILTERS, RESTRICTIONS)	— E	s	POWER TRAINS
19		FUEL TANK, CAP, MOUNTING (VALVES, LINES, TRAPS, SCREEN)		5	TOWER HIGH
20		FUEL FILTER (LEAKS, RESTRICTION, DRAIN)	1		UNIVERSAL JOINTS, DRIVE SHAFTS
21		FUEL PUMPS (HOUSING, LINES, CONNECTIONS, SEDIMANT BOWL)	2	_	GEAR HOUSINGS (CASES, GASKETS, SEALS, LEAKS, OIL LEVEL)
22		FUELS LINES / CONNECTIONS (CRACKS, LEAKS)	3		GEARS AND PINIONS
23		GAUGES (FUEL. OIL TEMP, PRESSURE) OPERATION	4		BEARINGS, SHAFTS AND DRUMS
24		STARTING AID (CONNECTIONS, LINES)	5		TRANSMISSION, TRANSFER CASES IGASKETS, SEALS, LEAKS, OIL LEVEL) HARD TO SHIFT, NOISE
25		ENGINE AIR COMPRESSOR (GASKETS, SEALS, BREATHERS)	6		DRIVE SPROCKETS (CHAINS, BELTS, PULLES)

	S S	POWER TRAINS (CONTINUED)	F	s s	FRAME AND SUSPENSION (CONTINUED)
_		STEERING AND TRAVEL CLUTCHES	В		BUCKET / BLADE LIFT ARMS
		FINAL DRIVE DIFFERENTIAL (HOUSING, GASKETS, SEALS, OIL LEVEL)	9		BUCKET / BLADE SIDE ARMS
		POWER TAKE OFF UNIT	10		TIÉ RODS, LINKAGE, BOOTS AND SEALS
0		JAW OR PIN CLUTCH	11		FULCRUM ARMS, REACH ARMS, LINKAGE
1		OPERATING CLUTCHES AND BRAKES	12	•	CAB HOUSING (PANELS, DOORS, SRACKET, HINGES, FASTENERS)
2		TRAVEL AND SWING LOCK	13		BASE SKIDS (BENTMEMBERS, WELDS, LIFTING DEVICES)
13		SERVICE RRAKES	*4		LEVFLS, PEDALS, LINKAGE, CABLES, CONTROLS
14		PARKING / EMERGENCY BRAKES	-5		STEERING OR LEANING WHEEL
15		SHOES, PISTONS, BANDS	16		STEERING GEAR ASSEMBLY
15		DRUMS, DISCS	17		BOOSTER STEERING ASSEMBLY
I		PEDALS, LINKAGE, CABLE, LINES AND FITTINGS	18		SWING LOCK
B		MASTER CYLINDER (POWER PACK) (SLAVE CYLINDER)	19		HYDRAULIC CYLINDERS {LEAKS, SEALS, DAMAGED}
9		AIR TANK	20		HYDRAULIC LINES AND CONNECTIONS (LEAKS, DAMAGE)
0		AIR VALVES, LINES. FITTINGS	21		MAST ASSEMBLY BOOM
			22		GANTAY-SHEAVES, CABLES, PINS, LOCKS
,2			23		SAFETY CHAINS
13			24		TRACK ASSEMBLY (PLATES, LINKS, BUSHINGS, PINS, IDLER, ROLLERS, SPRINGS, BUSHINGS)
-	s	SKIDS / FRAME AND SUSPENSION	25		TRACK TENSION
=	s	SKIDS / FRAME AND SUSPENSION	26		FIFTH WHEEL, TOW, HITC-1. PINTLE, HOOK
		FRAME (CRACKS, WELDS ALIGNMENT)	27		YOKE ASSEMBLY
}		GUARDS AND DUTRIGGERS (CYLINDERS, HOSES)	28		TAILGATE, BOWL. HINGE PINS, EJECTOR, APRON
		SPRINGS, EQUALIZERS, STABILIZERS	29		STOPLOCK SPRINGS
		TIRES (PRESSURE, CONDITION)	3C		CENTER PIN OR GUDGEON
		FRONT AXLE ASSEMBLY, WHEELS (BEARINGS, MOUNTS, BALL JOINTS)	31		AIR LINES AND CONNECTIONS
,		REAR AXLE ASSEMBLY, WHEELS (BEARINGS, MCUNTS, BALL JOINTS)	32		DUCT, DUCT HOUSING, CABLE ASSEMBLY
7		'A' FRAME OR YOKE, PUSH BEAMS	33		PLENUMS

G	S S	ATTACHMENTS / BLADES / CUTTING EDGES (Check applicable block in lines 1 through 5)	Н	s s	PUMPS AND COMPRESSORS (CONTINUED)
1		AUGER BACKHOE BLADES	12		CYLINDER HEADS (GASKETS, CRACKS, LEAKS)
2		BUCKET BUCKET MULTIPURPOSE CLAMSHELL	13	·	CRANKCASE (LEAKS, OIL LEVEL)
3		COMPACTOR VIBRATOR DRAGLINE FORKS	14		GAUGES (OIL, AIR)
4		HAMMER INPACT WINCH PILE DRIVER	15		UNLOADERS
5		RIPPER SCRAPERS	16	,	Line Oilers (Connections, Strainers)
6		DRUMS, SHEAVES, CABLES, LEADS AND GUIDES	17		SPRINKLING SYSTEM (TANKS, LINES, MOUNTING)
7		CUTTING EDGES, CORNER SHOES, BOOTS, END BITS, TEETH	1B		CONTROLS
8		SKIPPER SHAFT AND SACIOLE BLOCK ASSEMBLY	19		TOOLS / ACCESSORIES (PNEJMATIC TOOL OUTFIT)
9	-	TAGLINE, GANTRY, HAMMER LEADS. BLOCKS	20		
10		DRAWBAR, SCARIFIER, CIRCLE	21		
51		HYDRAULIC LINES / CYLINDERS	22		
-2			- 1	S S	MOBILE ELECTRIC POWER GENERATING SOURCE (Complete engine and power unit section before proceeding)
	s	PUMPS AND COMPRESSORS	1		GOVERNOR ASSEMBLY (MODULES, TERMINALS, ADJUSTMENTS, CONNECTORS)
Н	s	WATER / HYDRAULIC / PNEUMATIC	2		ALTERNATOR, ASSEMBLY (BEARINGS, STARTER, HOTOR, DIQUES, COOLING FAN, INTAKES, FLEXIBLE COUPLING)
1		RESERVOIR, TANK (LEAKS, CRACKS, WELDS, BREATHERS, FILTERS, STRAINERS)	3		ELECTRIC / ELECTRONIC WIRING HARNESSES, CONNECTORS
2		PUMP (MOUNTING, HOUSING) OUTPUTPSIGPM	4		PLUG IN MODULES, LOAD CONTACTORS
3		RÉLIEF VALVESPSI	5		PRINTED CIRCUIT BOARDS (CRACKS, DIRT, CONFORMAL COATING, COMPONENT MOUNTING)
4		CONTROL VALVES (LINKAGE, LEVERS) CUT IN PRESSUREPSI CUT OUT PRESSURE PSI	6		CONTROL CABINET (MOUNTS, CONNECTORS, COMPONENT MOUNTING)
5		VALVES (FLOW, CHECK)	7		PROTECTIVE CIRCUIT (OPERATION, TRIP POINT RANGES)
6		CYLINDERS (LEAKS, MOUNTING)	8		CABLES (REMOTE OPERATION, PARALLELING, CONNECTIONS)
7		HOSES AND CONNECTIONS (LEAKS, CRACKS)	9		HOUSING (SEALS, COMPARTMENTS, FASTENERS, MARKINGS)
8		FILTERS / STRAINERS	10		AUXILIARY WINTERIZATION KIT (COMPLETENESS, OPERATION)
9		SHAFT, COUPLING, BEARINGS	11		TERMINAL BOARD
10		IMPEULER, DIAPHRAGM	12		VOLTAGE REGULATOR
11		INTER COOLER, RELIEF VALVE ASSEMBLY, LINES	13		RELAYS
		,	AGE 4	ļ	

	s s	REFRIGERATION / AIR CONDITIONING	L	S S	CHAIN AND POWER SAW (Complete engine and power unit section before proceeding)
T		COMPRESSOR	1		TABLE TILTING SCREW
1		BELTS, PULLEYS, SHEAVES	2		COLUMN BASE AND FRAME
$\top$		METERING DEVICE	3		SPROCKET AND CHAIN (OILER)
T		EVAPORATOR COIL	4		SAWGUARDS
		CONDENSER COIL	5		MITRE GAUGE
		TEMPERATURE CONTROLS	6		BLADES (CONDITION)
		SIGHT GLASS	7		STARTER RECOIL SYSTEMS
		GASKE1. DOOR	м	s	MARINE EQUIPMENT
		REFRIGERANT (SHORT, HIGH)		S	(Complete engine and power unit section before proceeding)
)		LEAKS (OIL, REFRIGERANT)	1		HULL (LEAKS, CRACKS, BROKEN, MISSING)
		TIMER DEFROST	2		ELECTRICAL (RADAR, RADIO, LIGHTS)
2		VALVES (SERVICE, PRESSURE, REGULATING, SOLENDIO, CHECK)	3	<u> </u>	CREW SERVED ARMANENT
3		AELAYS / CONTACTORS	4		PROPULSIÓN EQLIPMENT
۷		CONTROL BOX	5		TRAILER (TIRES, FRAME. L GHTS)
5		HOUSINGS	6		
6		STATOR / ROTOR : END BELLS / BEARINGS	7		
7		MOUNTINGS	в		
8		CAPACITORS	9	<u> </u>	,
,		ELECTRICAL SWITCHES AND CONNECTORS AND WIRING	10		
	s	WATER SUPPLY EQUIPMENT	1.	<u> </u>	
	s	(Check Power Supply, Pumps first)	12	<u> </u>	
		CHLORINE, CYLINDER OR BAG CHLORINE (TEST FEED)	13		
		PRESSURE REGULATOR (CHLORINE)	14		
		VALVES AND STRAINERS	15		
4		FILTER SECTION	16		
5		TANKS	17		

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N		MODIFICATION INSTRUCTIONS	PERF	ORMED					<del></del>						
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0	2. S 3. S 4. S	THIS FORM SHALL ECTION A will be completed utilizing the information contained ECTION B shall contain any special instructions as to the conducECTION C shall be completed utilizing the information contained ECTION N will be used to list the required modification for this cor detailed instructions on preventive maintenance services and	in the Equict of the dien NAV equipmen	PARED ! uipment f inspectio /MC 6960 it.	IN AD\ Record In or sp D instru	/ANCE II Folder opecial are actions as	N ACCOF or other un eas of inte s appropr	nit reco erest. iate sha	ords. Veri all be ent	fication s ered.	hall be o				
		OPERATOR (NAME GRADE, ORGANIZATION)		MAINTENANO										RO NO.	DATE
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#### TACTICAL ENGINEER EQUIPMENT

Use a NAVMC 10245 (ERO) in conjunction with the NAVMC 10560 to record all PMCS and CM performed & the NAVMC 10925 to request parts.

#### **GARRISON MOBILE EQUIPMENT**

Use a NAVMC 9-11200/3A (SRO) in conjunction with the NAVMC 10560 to record scheduled maintenance (SM) and corrective maintenance (CM) performed and parts used.

# FILING AND DISPOSITION

- When maintenance officer/chief verifies that all requirements listed in Section B have been transferred to the ERO/SRO, it will be destroyed.
- Retain when used in conjunction with an investigation.
  - When released, use it for corrective maintenance.

QUESTIONS ?

### QUESITIONS TO YOU!!!

☑. What is the purpose of the NAVMC 10560?

A. To provide a check list for performing & recording PMCS & LTI's to include Acceptance LTI, LTI's prior to major repair, at discretion of Engr. Equip. Officer/Chief, and a guide for performing ASCC's.

# BREAK!!!

#### **NAVMC 10561**

# PREVENTIVE MAINTENANCE CHECKS AND SERVICES ROSTER

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#### FOUND IN TM 4700-15/1H, PG. 2-4-1

#### **PURPOSE**

- To systematically schedule and record 2nd echelon and higher PMCS.
  - **✓On Marine Corps ground** equipment.

\*Units are authorized to use automated programs only when information duplicates the

#### RESPONSIBILITIES

- Scheduling of PMCS rest on the equipment office/chief or appointed individual.
  - ✓ Commanders will establish an interval of no less than annually when no interval is listed in the equipment's technical publications.
  - First echelon need not be accomplished or scheduled if no requirement for 2nd echelon or higher is listed in appropriate technical publication or no publications exists.
  - Scheduling of 2nd echelon or higher

#### RESPONSIBILITIES CONT.

- ✓ Care must be taken to ensure workload is staggered.
- ✓ No more frequently than monthly
- Multiple commodity equipment is considered as an individual item when scheduling and performing.
  - Responsible Officer will coordinate PMCS between various maintenance activities to allow for operational availability for unit commander.

#### RESPONSIBILITIES CONT.

- Maintain at least one active schedule.
- One interval under preparation.
  - Used to schedule the next PMCS.
  - Completed PMCS, schedule one year out for next PMCS.

Additional years can be maintained.

# GET OUT YOUR NAVMC 10561 AND TAKE NOTES

#### PREPARATION INSTRUCTIONS

- MODEL/USMC NO. Enter Model and Serial Number of equipment.
  - Schedule and perform equipment with more than one TAMCN concurrently.
    - Skip a line between types of equipment.
    - (MCT) & (Winch) to maintain a matched schedule the end item may have the attachment listed on the

	NTIVE MAINTENANCE CHECK	
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REMAR	KS:	

#### PREPARATION CONT.

- YEAR. Enter the calendar year.
- MONTH. Enter appropriate symbol.
  - ✓ Use ink for completed entries.
  - ✓ Use pencil for scheduled PMCS.
  - ✓ Do not erase penciled entries made prior to completion of PMCS.
  - ✓ Completed during scheduled month trace over with ink.
  - ✓ PMCS completed other than originally scheduled, enter symbol in ink.

## BEADVISED OF THESE NOTES.

- Chapter 3, Pg. 3-1-3 contains more information concerning the 10561.
  - Para. (23)(c)2b states, a completed Hourly PMCS's will be enter by using an inked "H"
  - Para. (23)(c)2c states, equipment that fails to receive a 2<sup>nd</sup> EOM or higher Hourly PMCS within one

#### NOTES CONT.

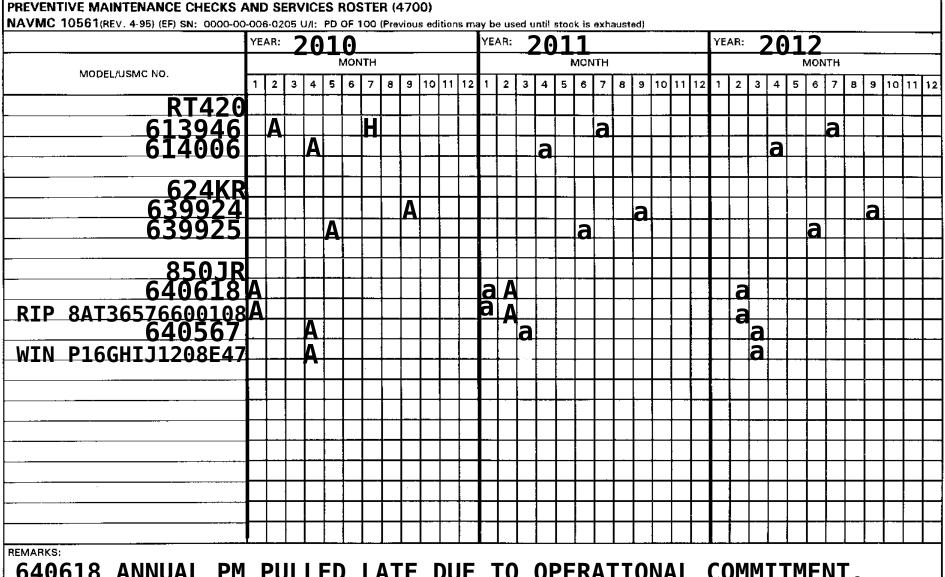
- ✓ Para. (23)(c)<u>d</u> states, perform an ASCC at least once a year, NAVMC 10560 will be used as a guide.
- ✓ Para. (23)(c)d(1) states, a completed 2<sup>nd</sup> EOM or higher hourly PMCS fulfills the ASCC requirement.
- ✓ Para. (23)(c)<u>d</u>(2) states, upon completion of an Hourly PMCS, reschedule the ASCC 1 year from the completed Hourly PMCS.

#### NOTES CONT.

- ✓ Para. (23)(c)d(3) states, completion of the ASCC, using an inked "A", schedule the next ASCC in a penciled "A".
- ✓ Para. (23)(c)d(4) states, when the ASCC is required within 50 hours of the next scheduled 2<sup>nd</sup> EOM or higher Hourly PMCS, every effort will be made to conduct both

#### PREPARATION CONT.

- PRemarks. Enter a justification for any PMCS that was not completed as originally scheduled.
- **Automated Forms.** 
  - Upper case characters will represent inked entries.
  - Lower case characters will represent penciled entries.



640618 ANNUAL PM PULLED LATE DUE TO OPERATIONAL COMMITMENT.

#### **NAVMC 10561**

FILING. Maintain current (active) 10561 with the equipment custodian or as directed by the commanding officer.

#### **NAVMC 10561**

- **DISPOSITION.** 
  - Retain 10561 that has all required PMCS completed for a minimum of one year.
  - ✓2 years for biennial PMCS (Motor Transport)
  - ✓ Units that have limited qty. may list items for subsequent years.
  - ✓ Units using automated systems may retain printouts.

QUESTIONS

#### **QUESTIONS TO YOU!**

■. What is the purpose of the NAVMC 10561?

A. To systematically schedule and record 2<sup>nd</sup> EOM and higher PMCS's on Marine Corps Ground Equipment

#### QUESTIONS TO YOU!

Does 1<sup>st</sup> EOM need to be recorded on the NAVMC 10561?

A. No.

#### **NAVMC 10031**

#### DAILY DISPATCHING RECORD OF VEHICLES

10031 (REV. 3-74) (Pranous addition will be used.) SN 0000-00-001-9104 U/I: PG OF 100											DATE	PAGE		
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#### **PURPOSE**

To consolidate a daily record of all vehicles dispatched on a daily basis.

#### GENERAL INFO.

Equipment Officer will be used to describe the billets of MTO, Engr. Officer, and GME Fleet Manager.

The term Trip Ticket will be used describe the form that provides the authority to operate the equipment.

#### RESPONSIBILITIES

- Initiated and maintained by the dispatcher.
  - ✓ Must be assigned in writing by the Equipment Officer.

Lists in daily chronological order, all equipment released from the equipment pool.

#### RESPONSIBILITIES CONT.

Equipment Officer or designee will inspect at the conclusion of each day.

This is to verify the correct preparation, and to review the utilization of equipment

## GET OUT YOUR 10031 AND TAKE NOTES.

## Before dispatching the dispatcher will enter the following prior to issuing the trip ticket:

- 1. <u>DATE</u> Enter the calendar date.

  May be used for consecutive days, in this case the
  - date is centered on the <u>next</u> blank space after the "REMARKS" block where the Equip. Officer or
- 2.<u>PAGENC.</u>Enter the Page number. This field is optional.



3. TRIP NO. Enter the trip number in chronological order.

MC NUMBER Enter the equipments serial number 1

5. <u>DRIVER (Name and Grade)</u> Enter the operator's name as listed on the OF-346. Grade is optional.

ŧ₽ NO.	USMC NUMBER	DRIVER (Name and Grade)
1	557600	BUTLER, SMEDLEY D
2	557616	SMITH, TEDD P.

FAVMC 10031 (REV. 3-74) (Previous adition will be used.) SN: 0000-00

- 6. TYPE VEHICLES Enter the equipment's model number.
- 7. PURPOSE Enter the purpose the equipment was dispatched.

801-6184 U/I: PG OF 180

8. REQUESTED BY Enter the name of the individual that requested the equipment.

#### DAILY DISPATCHING

TYPE VEMICLES	PURPOSE	REQUESTED BY
624KR	Load trucks	Capt. Dumdum
624KR	Load trucks	SSgt Shy

- 9. REPORT TO Enter the name of the individual the operator is to report to.
- 10.<u>DESTINATION</u> Enter the location the operator is to report.
- 11.<u>TIME TO REPORT</u> Enter the time the operator is to report.

#### G RECORD OF VEHICLES (11240)

REPORT TO	POSTANITZEG	TIME TO
GySgt Smarty	Bldg. 1134	0700
Cpl Gertz	Bldg. 5046	0730
		<u> </u>

- 12. EXPECTED RETURN TIME Enter the expected time the equipment is to return.
- 13. TIME OUT Enter the time the operator was logged out.
- 14. <u>DISPATCHER'S INITIALS OUT</u> Indicates that the equipment has been dispatched.

	EXPECTED RÉTURN	TIME OUT	TIME IN	MILES TRAYELED	DISPATO	
-	TUME.			IRATELED	OM*	W
	1530	0630			PRH	
	1600	0700			PRH	

15. <u>REMARKS</u> Signed by the dispatcher for the first item of equipment of the day.

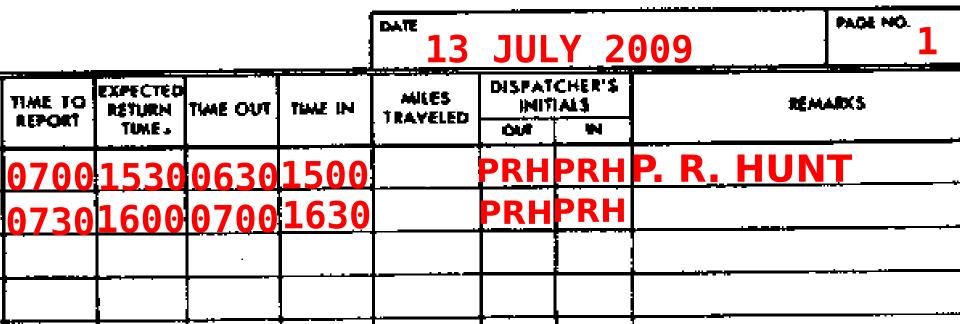
NOTE Dispatcher must be assigned in writing by the Equipment Officer.

13 JULY 2009 PAGE NO. 1									
MILES TRAYELED	DISPATO	MS.		ARKS					
	OU.	W	<u> </u>						
	PRH		Paul R. Hunt						
	PRH								
	The Control of			- to the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of					

# DISPATCHER CAN NOW GIVE THE TRIP TICKET TO THE OPERATOR.

### Upon return the dispatcher will enter the following:

- 1. TIME IN Enter the time the equipment returned updated from the trip ticket.
- 2. MILES TRAVELED Enter the total miles/hours the equipment was operated as indicated on the trip ticket.
- 3. DISPATCHER'S INITIALS IN Indicates that the equipment has returned.



At the end of each day the equipment officer or designee will record the TOTAL MILES/HOURS for that day, and signs in the "remarks" block on the line following the last In the "MILES TRAVELED" column enter the TOTAL MILES OR HOURS for the day.

				DATE 1	3 JU	PAGE NO.				
TIME TO	EXPECTED RETURN	THAT CAPT	THAT IN	MILES	DISPATCHER'S INITIALS				. <u>-</u> —.,	REMARKS
REPORT	TUMES			TRAYELED	OUF IN			<u> </u>		
0700	<b>1530</b>	0630	1500	5	PRH	PRH	<b>Paul</b>	R. Hunt		
	•	0700	ſ		PRH	PRH				
				11		Ja	mes	Cobb		
								· <del></del>		
		<u> </u>			<del> </del>					

#### NOTE

TM 4700-15/1H, Para. E. pg. 2-15-4, applies to Motor Transport, for field exercises or deployments.

Does not pertain to Engineer Equipment.

## DISPOSITION FOR ENGINEER EQUIPMENT

Dispatcher will dispatch the same as previously mentioned with a few exceptions.

Following procedures will be used when making related entries on the 10031 from the 10524.

#### DISPOSITION FOR ENGINEER EQUIPMENT CONT.

All blocks from "TRIP NO" to "DESTINATION" are filled out the same as previously mentioned.

On the 10031 enter the Estimated date of return in the "Expected Time of Return" column. Leave the "Time In" and "Hours Operated", blank. Enter Remain on Job Site in the "Remarks" column.

				DATE	8 J <i>A</i>	909 PAGE NO.	
TIME TO	EXPECTED RETURN	TIME OUT	TIME IN			CHER'S	REMARKS
REPORT	TUME.			RATELED	OV	W	
0800	15 Jan 09	0730			PRH		Paul R. Hunt REMAIN ON
				0		J	ames Cobb
							<u></u>

#### **Upon return enter:**

- ✓ Entry will be made on that days 10031.
- Blocks from "ITEM NO" to "DESTINATION" are filled out the same as the day of dispatch.
- Following will be left blank, "TIME TO REPORT", "EXPECTED RETURN TIME", "TIME OUT", "DISPATCHER'S INITIALS

OUT".				15 Jan 2009				PAGE NO. 4			
TIME TO	THE PROPERTY IN THE CALL IN		EXPECTED RETURN TUNE :	return	TIME OUT		AILES TRAVELED		CHER'S		REMARKS
	TONE 3		0700	32			aul R.	Hunt <sup>Dispatched</sup>			
<u>.</u>								· <del></del>			
			<del> </del>	<u>,</u>	<del> </del>	<u> </u>		<u> – – – – – – – – – – – – – – – – –</u>			
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#### **FSMAO CLARIFICATION**

- Encl. (3) pg. 18, Para. (m) reads as follows:
  - ✓ Line-outs on dispatch records are authorized and should be made in black ink unless directives specifically call for temporary entries which would be completed in pencil. Black ink can be a felt tip marker provided it does not bleed through the form or make other

#### FILING & DISPOSITION

Will be filed in the dispatchers office.

Will be retained for one year.

If a vehicle was involved in an accident the 10031 will be retained until investigation, when required, is complete and is

QUESTIONS

## DEMONSTRATION NAVMC 10031

			n	DAILY DISPATCHING RECORD OF VEHICLES (11240)					हिस्स् विकास					E PAGE NO		
VMC 1931 (REV 3-74) / Previous edition will be used J CN 10000-00		<del>y</del>	PG OF 100	AIL! DISPAICHING		Υ-	E FG EXPECTED TIME OUT TIME.			1	DISPAICHER'S WITHALS					
USMC HUMBER	baives (Name and Grade)	AENICTE?	PURPOSE	#F-30/ESTED 87	BEFORE TO	PON JAHRT BORD	REPORT	ESTURN TIME	TIME OUT	Nat IN	MKES TRAVELED	ON	NALS.	MAAKS		
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		-+		The West Co. Law St.	and the same of the same of			+	1				_			

 The Dispatcher throughout the entire demonstration will be Cpl. Jim Tressel. You the student are the Equipment Officer/Designee.

#### Classroom SOP:

- 1. Operators names are as they appear on their OF-346
- 2. Use time equipment returned to Motor pool for time in.

The following is a list of your equipment:

#### NOMEN MODEL SERIAL#

RTCH RT-240 123456

All Terrain Crane (ATC) MAC 50 789123

7 ½ Ton Crane LRT-110 456789

Grader 120M 987654

TRAM 624KR 345678

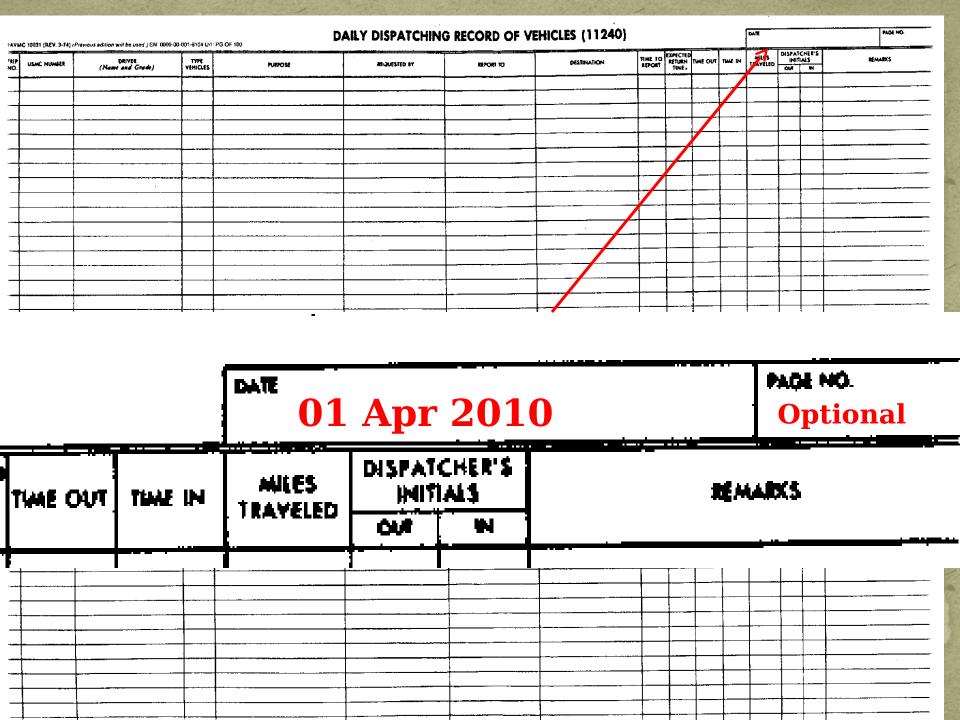
SkyTrak MMV 654987

Terex TX5119M 789456

Backhoe 420E369258

Capt. Woody Hayes requested a TRAM for 01 Apr 10, to load pallets onto a LVS. It was requested that the TRAM report to a GySgt A.J. Hawk at Hangar 187, at 0600. Cpl. Jim Tressel dispatched, Cpl. Wells, Beanie M. at 0530. Expected return time is 1500. Cpl Wells returned to the motor pool at 1330 and turned in the NAVMC 10523 to the dispatcher at 1400. The NAVMC 10523 showed 4 equipment hours.

Capt. Hayes requested a TRAM for 01 Apr 10.



Cpl. Jim Tressel dispatched, Cpl. Wells, Beanie M. at 0530.

IC 10031 [REV. 3-74	A) (Previous addition will be used.) SN 0000-00- DRIVER (Name and Grade)	001-8104 U/I-PG OF 100 TYPE YENICASS	PURPOSE	DAILY DISPATCHIN	BEFORT TO	DESTRICTION		EXPECTED RETURN TIME.	TIME OUT	TIME IN	MILES TRAVELED	DISPATCHI INITIAL OM	S REMARKS
	USMC			) (Prem			)RI						N 0000-
1		456 8		<b>Cp 34</b>	ol. We (6)	ells, E	<b>Bea</b>	n	ie		M	((	OF-

#### The following is a list of your equipment:

#### **NOMEN MODEL SERIAL#**

RTCH RT-240 123456

All Terrain Crane (ATC) MAC 50 789123

7 ½ Ton Crane LRT-110 456789

Grader120M 987654

#### TRAM **624KR** 345678

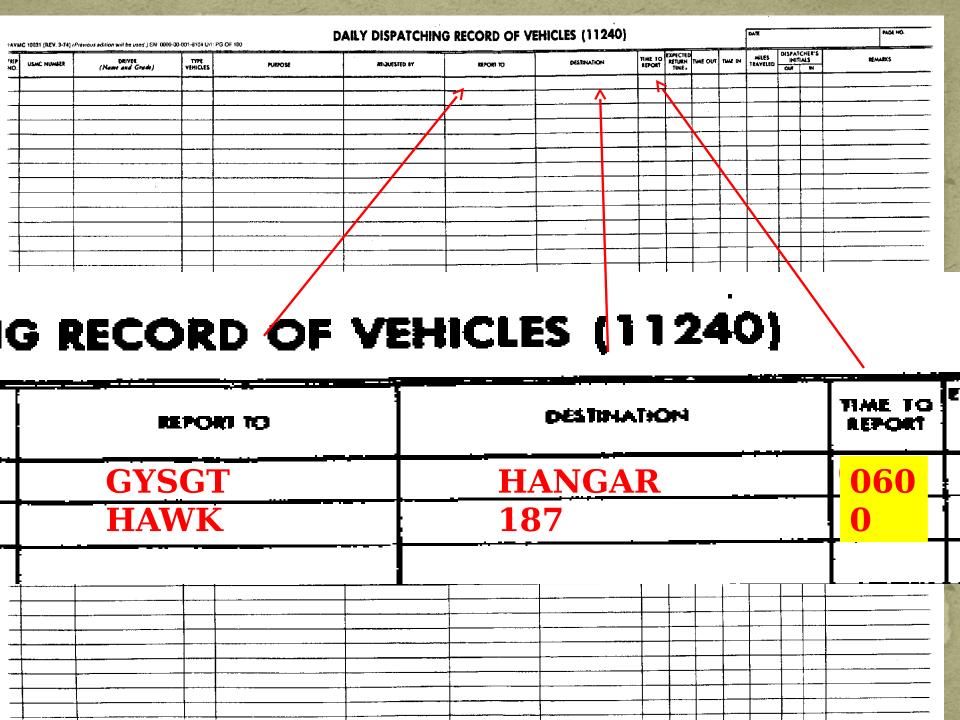
SkyTrak MMV 654987

Terex TX5119M 789456

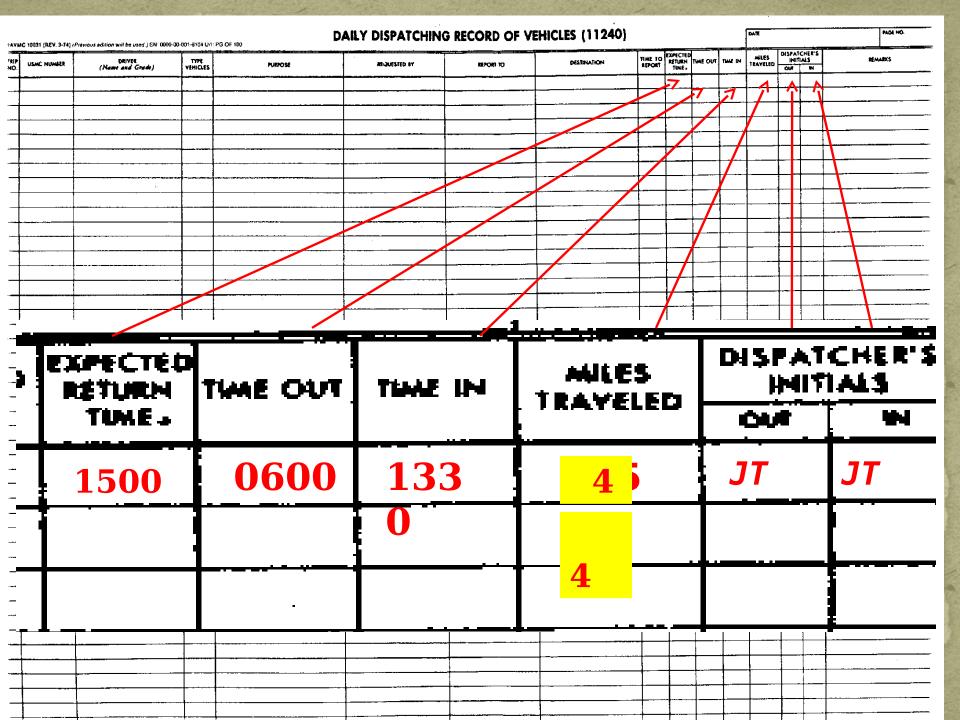
Backhoe 420E369258

AVMC 18031 (REV. 3-74) (Previous edition will be used	.) SN: 0000-00-001-6104 U/I: PG OF	100	DAILY DISPATCHING RECORD OF VEHICLES (11240)					DATE PAGE NO.					
USMC NUMBER (Name and Gra	rde) TYPE VEHICLES	PURPOSE	MEQUESTED BY	REPORT TO	DESTINATION	TIME TO REPORT	EXPECTED RETURN TUME:	TIME OUT 1	ME IN TRAVEL	DISPATCHER'S IMITIALS ON IN	REMARKS		
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)1-610 <mark>4</mark> U/I: P(	OF 100					_ •	•		Ψ.		<b>O</b> 1 111 1		
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TYPE			URPOSE					JUE!	JUESTED BY				
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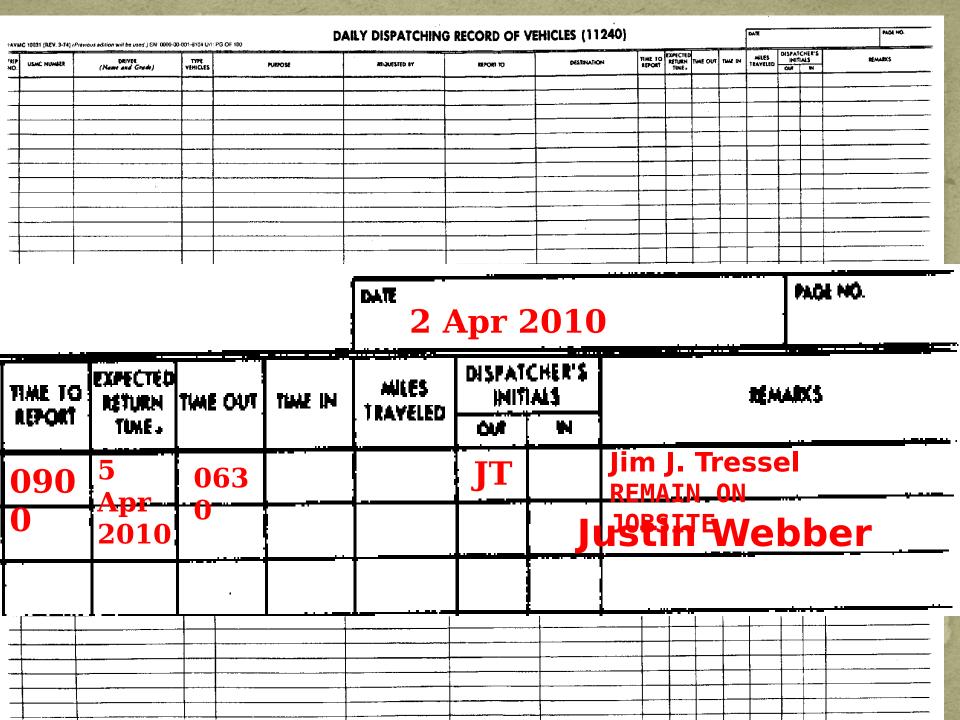
It was requested that the TRAM report to a GySgt A.J.Hawk at Hangar 187, ext. 6-5300 at 0600.



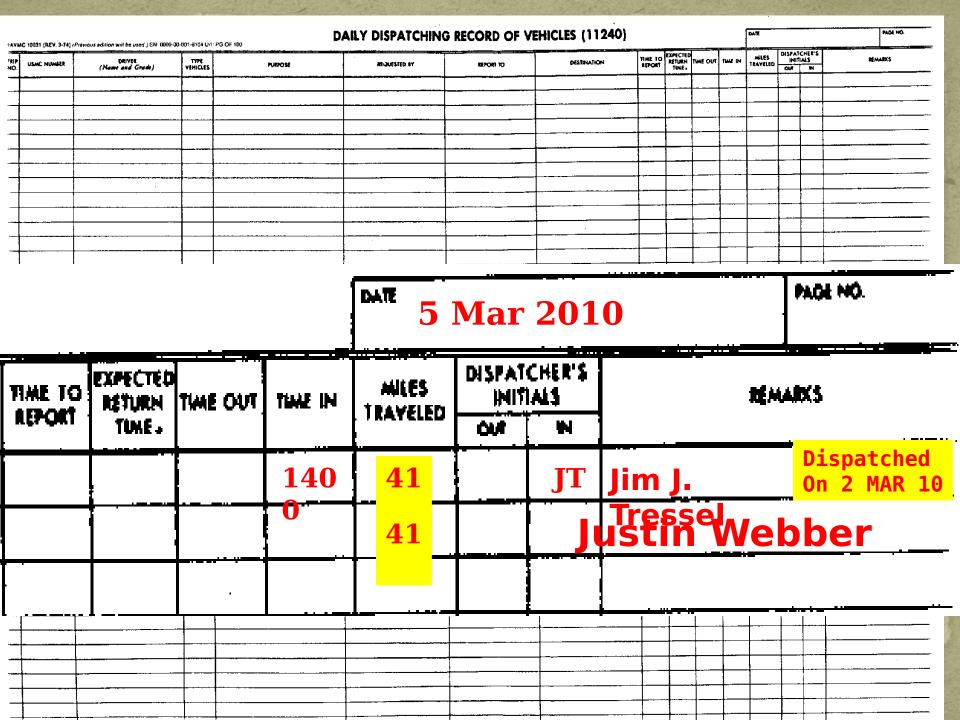
• Cpl Wells returned to the motor pool at 1330 (SOP) and turned in the NAVMC 10523 to the dispatcher at 1400. The NAVMC 10523 showed 4 equipment hours.



Maj. Manning requested a Grader from 2 - 5 Apr 10, to grade a road. It was requested that the vehicle report to MSgt. Brady at TLZ Horseshoe, at 0900. Cpl. Tressel dispatched Sgt. Pryor, Terrell V. on the Grader at 0630. Expected return time is 05 Apr 10. Cpl. Tressel issued the Operator a NAVMC 10524.



The Marine that was dispatched on 02 Apr 10 completed his mission at 1400 on 05 Apr 10 and returned to the motor pool at 1630. The Con. Logs showed the total hours for the Grader to be 41 hours.



## Questions?

# PRACTICAL APPLICATION "B"

## QUESTIONS IO YOU!!!

■ What is the purpose of the NAVMC 10031?

A. To provide a consolidated daily record of all items of equipment that are required to be dispatched on a daily basis.

## QUESILONS IO YOU!!!

■ What is required at the end of each day on the NAVMC 10031.

A. The Equipment Officer or designee will sign in the remarks block after the last entry and record the total hours/miles for that day.

## BREAK!!!

## SF 368 PQDR VIDEO

QUESTIONS

# PRACTICAL APPLICATION "C"

## BREAK!!!

## RECORDS & FORMS QUIZ

## QUESTIONS TO YOU!!!

What Marine Corps Order assigns specific responsibilities facilitating submission and processing of PQDR's?

A. MCO 4855.10

## QUESITONS TO YOU!!!

■. Who can submit a PQDR?

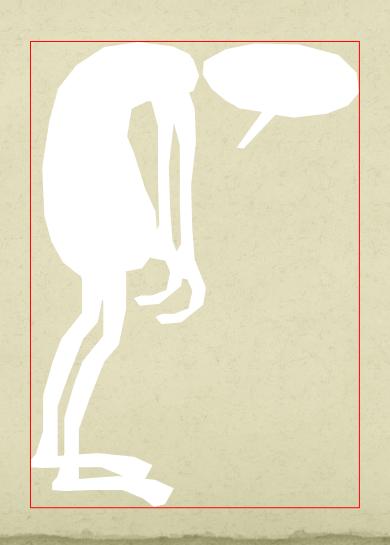
A. ANYONE, THE INDIVIDUAL
THAT
DISCOVERED THE DEFICIENCY

## QUESITONS TO YOU!!!

■ What is the timeframe for the originator to submit a Cat I PQDR to the originating point?

A. 24 HOURS

## BREAK!!!



## M 0 D JF JC A T JO N PR 0 G R A M NAVMC 11053/11054

## PURPOSE

To provide the unit commodity manager with a means of accurately determining the modification status of assigned equipment.

## Commodity

Who is assigned to Mods?

Ensure all the unit's equipment that requiring a Mod. Have been completed and recorded.

#### EQUIPMENT MODIFACTION

- Equip. Mod. are those actions performed to change:
  - Design or assembly characteristics.
  - End items
  - Components
  - \*Assemblies/subassemblies
  - Parts.

- This is done to improve:
  - Functioning
  - Maintainability
  - ✓ Reliability
  - ✓ Safety characteristics



PQDR's and Beneficial suggestions is normally where modifications begin.

#### "URGENT" MODIFICATIONS

- Prevent death or serious injury to personnel
- Prevent major damages to equipment-
  - Changes that are considered so essential that the mods. should be completed as soon as possible.

- The MI will break it down how to perform the Mod to include:
  - ✓ Specific types/items of equipment to modified.
  - **✓** Maintenance resources.
  - ✓ Skills.
  - Time necessary (URGENT)-
  - **✓** Specify the EOM authorized.

Equipment will only be modified when directed by CMC. (Welders)

- Commodity managers will maintain records based on info from other records and all observation.
  - Automated system is authorized.
    - \*Information must match what is required by the NAVMC 11053 or 11054.
  - Both forms may be used.

COMMODITY M NAVMC 11053 ( SN: 0000-00-00	8-7	91			RECORD (		(4790)		
, NA NOT APP		ACTION CODE	S *C - COMP	LETED	NOMENCLATURE				
PR - PUBLICAT AR AS REQU	PR - PUBLICATION REQUIRED *V - VERIFIED AR AS REQUIRED ERO NUMBER  NOTE: ITEMS MARKED WITH AN ASTERISK (*) REQUIRE A JULIAN DATE						· · · · · · · · · · · · · · · · · · ·		
NOTE: ITEMS M A JULIA									
			EQUIPMENT SERIAL NUMBERS						
MODIFICATION INSTRUCTION NUMBERS	CATEGORY	REQUIRED COMPLETION DATE							REMARKS
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COMMODITY MANAGERS MODIFICATION CONTROL RECORD (FORM B) (4790) NAVMC 11054 (REV. 6-86) (8-79 edition will be used) SN: 0000-00-006-7681 U/I: PADS OF 100 (SEE IN (SEE INSTRUCTIONS ON REVERSE) NOMENCLATURE **ACTION CODES** "NA - NOT APPLICABLE \*C - COMPLETED PR - PUBLICATION REQUIRED \*V - VERIFIED TAM NO. **ERO NUMBER** AR - AS REQUIRED NOTE - ITEMS MARKED WITH AN ASTERISK (\*) REQUIRE IDENTIFICATION NO. A JULIAN DATE MODIFICATION INSTRUCTION NUMBERS CATEGORY REQUIRED COMPLETION DATE EQUIPMENT SERIAL NUMBERS REMARKS

#### REQUIREMENT DETERM IN ATION

- Verify Mods upon initial receipt
  - **✓**Initiate ERO for missing modifications.
  - ✓ Nature of mod. cannot be determined, item will be evacuated to the IMA.

► A Mod. Control Record will be prepared on each major T/E or special allowance equip. that has had an MI issued.

► A separate record will be prepared for each ID#.

Components/secondary repairables that have MI's issued will be recorded for the

COMMODITY M	AN	AGERS MODI			RECORD (	FORM A) (	4790)						
NAVMC 11053 ( SN: 0000-00-00	8-7 6-7	′9) 660 U∕I: SH	(SEE	INSTRUC	ONS ON HE	V LNOL)							
'NA NOT APP		ACTION CODE	ES *C - COMP		NOMENCLATURE								
PR - PUBLICAT AR AS REQU	IRE	N REQUIRED D	*V - VERIFI ERO NUMB	ED ER	TAM NO.								
NOTE: ITEMS M A JULIA	NOTE: ITEMS MARKED WITH AN ASTERISK (*) REQUIRE A JULIAN DATE					ON NO							
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MODIFICATION INSTRUCTION NUMBERS	CATEGORY	REQUIRED COMPLETION DATE							REMARKS				
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### NOTE

SL-6-1/6-2 can be used to identify "Part Of" and "Consist Of" ID numbers for end items.

- \* "Part Of" is an item that is a component or repair part to another item.-
- \* "Consist Of" refers to one item that has different components or

Enter Ser.# for each T/E & special allowance item with a MI published.-

✓ If a ser# has not been assigned, a local serial number will be assigned per the UM-4400-124.

COMMODITY MANAGERS MODIFICATION CONTROL RECORD (FORM A) (4790) NAVMC 11053 (8-79) SN: 0000-00-006-7660 U/I: SH (SEE INSTRUCTIONS ON REVERSE)								
	CTION CODES .E *C - COM	FIED	NOMENCLATURE  TAM NO.					
NOTE: ITEMS MARKED A JULIAN DATE	IDENTIFICATION NO							
	<u> </u>	EQUIPMENT SERIAL NUMBERS						
MODIFICATION RINSTRUCTION NUMBERS	REQUIRE DMPLETICN DATE						EMARKS	
		-						
·								
		-						
		-						
	-	-						

- List all MI's from the SL-1-2 and TI-5600 for each ID#.
  - ✓ Changes that are administrative will be recorded under the basic MI. (i.e. part # or NSN change)
    - MI xxxx xxxx w/ch 1

Changes that alter the configuration, or adds/deletes serial, control, or manufacturers numbers.

COMMODITY MA NAVMC 11053 (8 SN: 0000-00-006	8-7	91			RECORD I		4790)				
'NA NOT APPL PR - PUBLICAT	ACTION CODE ABLE NREQUIRED		NOMENCLATURE  TAM NO.								
NOTE: ITEMS MA	AR AS REQUIRED ERO NUMBER  NOTE: ITEMS MARKED WITH AN ASTERISK (*) REQUIRE A JULIAN DATE					IDENTIFICATION NO					
	T				EQUIPMENT SERIAL NUMBERS						
MODIFICATION INSTRUCTION NUMBERS	CATEGORY	REQUIRED COMPLETION DATE							REMARKS		
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#### <u>NOTE:</u>

Marine Corps Pubs. Web site may be used to identify current mods on equipment.

### CATEGORY & REQUIRED COMPLETION DATE:

- "U" = Urgent Modification
  - Identified in the SL-1-2 by "URG" following the MI#.
  - Indicates upon receipt, or does not have a date enter "N/A".-
  - Required Completion Date can be

#### NOTE:

- Urgent modifications may D/L or sharply curtail the use of the item until applied.
- ✓ Acceptance scheduling normally will not be feasible.
- Other "URG" Mods. may lend themselves to acceptance scheduling.
  - The urgency of the Mod. will be considered in determining priority.

# PREPARATION INSTRUCTIONS CATEGORY & REQUIRED COMPLETION DATE (Cont'd.):

- ✓ "N" = Normal Modification
  - Not identified in the SL-1-2 as "URG".
  - Required Completion Date may be found in the Time Compliance Paragraph.
  - Does not have a date, RCD is one year from the date of publication.

COMMODITY M NAVMC 11053 SN: 0000-00-00	<b>(8-7</b> 9	<b>)</b> ]			RECORD I		4790)				
'NA NOT APE PR - PUBLICA	ACTION CODES  'NA NOT APPLICABLE *C - COMPLETED  PR - PUBLICATION REQUIRED *V - VERIFIED					NOMENCLATURE  TAM NO.					
AR AS REQUIRED ERO NUMBER  NOTE: ITEMS MARKED WITH AN ASTERISK (*) REQUIRE A JULIAN DATE					IDENTIFICATIO	ON NO					
					EQUIPMENT SERIAL NUMBERS						
MODIFICATION INSTRUCTION NUMBERS	CATEGORY	REQUIRED COMPLETION DATE							REMARKS		
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Level "A" Pack, need not be opened to perform Normal modifications.

\* Mod. Kits will be ordered and stored until item is removed.

#### NOTE:

- Normal Mods. should be planned to coincide with normal maintenance actions. (scheduled maint.)
- Major factor in determining application of Mod. is operational commitments.
  - Mods. Should be applied prior to deployments or extended operations.

- Determine applicability of each MI to the item.
  - ✓ Found in the "Major Item affected" paragraph.

- Determine current status of MI by:
  - **✓** Inspection.
  - Records.

#### Enter appropriate Action Codes

- NA. Apply to specific serial numbers, this code identifies those items the MI does not apply to.
  - ✓ Req'd Julian date.
- **▶ PR.** Applies when the unit requires the publication. (Date the pub was ordered and doc # in remarks)-
- **✓ AR.** Apply to equip. that require a specific repair action. Example, 5<sup>th</sup>

#### FSM AO CLARIFICATION

The action code, "AR" should be used on the modification control records for end items that may not require the modification to be applied (e.g., radio mounts; not all unit's vehicles would require these mounts, so the modification is optional yet required to be identified for that particular end item). The "AR" entry allows the flexibility of changing the modification record in the event the modification is applied

#### ACTION CODES (Cont'd.)

- ✓ C. Completed while in custody.
  - ✓ Includes item modified from the supporting maintenance activity.
  - **✓** Julian Date.
- V. Applies to equipment that has had the MI applied prior to receiving.
  - **✓** Julian Date.-

OBOBOO

**✓ ERO#.** Goes in the action code column when it has been identified that a mod is required but not complete and an ERO

- Remarks Block. Used to add any additional information such as:
  - ✓ Nomenclature for sec/reps that have been modified.
  - **✓** Document numbers. (PR)-
  - Non-availability of equipment. (deployment, admin storage/deadline)

NAVMO	DITY M.: 11053 ( 00-00-006	8-79)				RECORD TONS ON R		(4790)				
'NA PR - AR	NOT APPI PUBLICAT AS REQU	ACT LICABLE TON REC IRED	TION CODI	*C - COMP *V - VERIFI ERO NUME	ED ER	DTC TAM NO		4000	lbs	Forklift		
NOTE: ITEMS MARKED WITH AN ASTERISK (*) REQUIRE A JULIAN DATE						IDENTIFICATION NO 09135A						
INSTRU	CATION JCTION BERS	CON	OUIRED MPLETION DATE		248892	EQUIPM	ENT SERIA	L NUMBER	S	REMARKS		
9135-	25/10	N 23	FEB87	C-86100								
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Using each revision of SL-1-2 and TI-5600, verify each record to ensure all mod information is current.

#### Upon receipt of a new MI you must:

- Determine if you have that gear.
- Enter the MI #, category and required completion date.
- Determine applicability to those items held by the unit.
- Initiate appropriate action.
- Update records upon completion of action.-

Use pencil for temporary entries.

- When equipment has been dropped from the unit's account:
  - ✓ Its not necessary to reconstruct a record.

- Delete item neatly and indicate the reason for deletion.
  - Letter of Unserviceable Property.
  - Excess.-
  - Replaced by new model.

### CONTROL

- Units will establish a modification control point for internal reviews. (MMO)
- If MMO is not assigned, the individual commodity maintenance officer will be responsible for reviewing.

### FILING &

- \*Commodity Managers Control Record will be maintained in the commodity manager's office.
- \*Will be held as long as the unit holds the equipment.
  - If transferred or evacuated beyond the using unit, make a copy and send it with the record jacket.

### QUESTIONS?

### 11053 DEMOSTRATION

#### SCENARIO

- As the Engineer Chief/Officer, you are inspecting a record for the following piece of engineer equipment to ensure the NAVMC 11053 is properly filled out:
  - a. TAMCN B0063
  - b. NOMENCLATURE TRAM 624KR
  - c. ID NO 11412A

COMMODITY MANAGERS MODIFICATION CONTROL RECORD (FORM A) (4790) NAVMC 11053 (8-79) SN: 0000-00-006-7660 U/I: SH												
*NA NOT APPL PR - PUBLICAT AR - AS REQUI	LETED ED ER	TRAM 624KR										
NOTE: ITEMS MA A JULIAN	REQUIRE	IDENTIFICATION NO 111111111111111111111111111111111										
-		EQUIPMENT SERIAL NUMBERS										
MODIFICATION INSTRUCTION NUMBERS	CATEGORY	REQUIRED COMPLETION DATE							REMARKS			
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#### SCENARIO

MI-11412A-12/1, this is an Urgent mod, completion date 09072.

MI-11412A-12/2, this is a Normal mod, publication date 10082.

MI-11412A-35/1, this is a Normal mod, publication date 11042.

MI-11412A-35/2, has not been completed

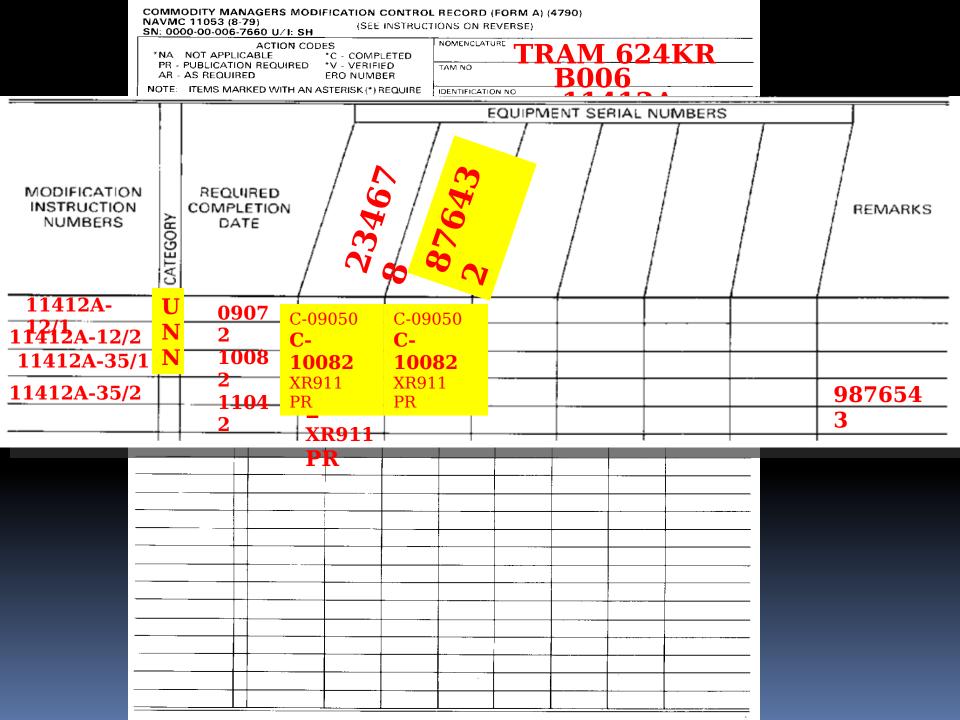
The following equipment Serial numbers apply:

**(1)** 234678

COMMODITY MANAGERS MODIFICATION CONTROL RECORD (FORM A) (4790) NAVMC 11053 (8-79) (SEE INSTRUCTIONS ON REVERSE) SN: 0000-00-006-7660 U/I: SH NOMENCLATURE \_\_\_\_ ACTION CODES **FRAM 624KR** \*NA NOT APPLICABLE \*C - COMPLETED PR - PUBLICATION REQUIRED \*V - VERIFIED TAM NO AR - AS REQUIRED **ERO NUMBER** NOTE: ITEMS MARKED WITH AN ASTERISK (\*) REQUIRE IDENTIFICATION NO A JULIAN DATE EQUIPMENT SERIAL NUMBERS MODIFICATION REQUIRED INSTRUCTION COMPLETION REMARKS CATEGORY NUMBERS DATE

#### SCENARIO

- You inspected all modifications on Jan 12, 11 (11012) and found MI-11412A-12/1 & MI-11412A-12/2 had been completed while in custody of the unit.
- MI-11412A-35/1 needed to have parts ordered. They were on order on ERO# XR911.
- For MI-11412A-35/2, publications were not on hand, but were



## QUESTIONS ?

## PRAC APPIII

### QUESTIONS TO YOU!!!

- Which action codes require a Julian date?
- . NOT APPLICABLE, COMPLETED, AND VERIFIED.

### QUESTIDNS TO YOU!!!

When a Urgent modification is received, and the MI states the required completion date is "Upon Receipt" what shall be placed in the Modification Control Record?

. <u>N/A</u>

### QUESTIONS TO YOU!!!

Can an automated control program be used in lieu of the NAVMC 11053 or 11054?

. YES!

## BREAK

### CALIBRATIONS PROGRAM

#### PURPOSE & POLICY

- Test, Measurement, and Diagnostic Equipment (TMDE).
- MCO 4733.1B Calibration and Maintenance Program (CAMP).

#### **PURPOSE**

To provide and maintain prescribed accuracies in standards of measurement and ensure satisfactory performance of all MC TMDE.

# PURPOSE & POLICY CONT.

#### **MARINE CORPS POLICY**

- Have all TMDE calibrated only to the extent and at intervals necessary to adequately perform the measurements involved.
- Accomplish calibration in the most costeffective manner.
- Use MC Calibration Facilities (CF) as the preferred source.

# PURPOSE & POLICY CONT.

#### **DEPT. OF NAVY POLICY (SECNAVINST 3960.6)**

- To provide organizational, intermediate, and depot maintenance levels with diagnostic capabilities, which means...
  - Detect and isolate faults
  - Design threshold levels.-
- To ensure all TMDE are maintained at the lowest practical maintenance level.

# PURPOSE & POLICY CONT.

Inter-service calibration support can be used at the discretion of the Commanding Officer.

#### REPONSIBILITIES

- MCO P4790.2\_, Appendix "D" is used to establish and maintain control over calibrations.
- Units holding TMDE shall:
  - ✓ Submit all TMDE required to be calibrated.
  - Schedule TMDE so that you have sufficient amount of TMDE to preclude loss of testing capabilities.

# KEPONSIBILITIES CONT.

Ensure TMDE is complete and has proper PMCS performed, to include op checks.

Ensure TMDE protected during transportation to and from the CF.

- ✓TMDE w/o a Cal. Label shall not be used.-
  - TMDE received from the supply

## CONT.

- Submit a list of TMDE to the CF that are to be included in the Calibrations Program
  - Measured in specific quantitative amts
  - **√ OTC** 3
- Analyze measurement requirement and request Special Cal. When the full measurement is not being used.

✓ Request Inactive Labels for TMDE that is not being used.

# REPONSIBILITIES CONT.

Ensure TMDE is used properly to preclude dan

Request assistance from the CF for training and proper use of TMDE, as necessary.

#### CF RESPONSIBILITIES

- Intermediate Maintenance Activities will repair and calibrate within their authorized level.
  - ✓ Forward TMDE to higher EOM as necessary.

#### CF RESPONSIBILITIES CONT.

- You can assist the Cal program by:
  - Informing those in your shop of the requirements and resources the CF offers.
  - Identifying need for additional capability.
- Provide intra-/inter-service support, commercial contracts, as necessary.

## CF RESPONSIBILITIES CONT.

CF's are designated by HQMC and are authorized necessary equipment to perform cal. and repair. Encl (2) per MCO 4733.1B

- \* Cal. Support is received from MC CF's (ELMACO)
  - ✓ If no MC facility, Cal. will be done by the local facility (Army,

#### **IDENTIFY TMDE.**

Inventory all TMDE to ensure records are accurate & complete, at least annually.

T/E, Allowance List, Special Allowances can be used by MMO's and Maintenance personnel to identify what is rated.

- FEDLOG also identifies TMDE that requires to be calibrated.
  - # 3 under the OTC.
  - OTC can be found in the Management View Screen under MGMT CTL data element, 6<sup>th</sup> position.

Questions concerning interval or if needed to be calibrated **CET**.

- LOCATE TMDE.
  - **▼ TMDE** shall be located.

Control System shall identify the section/area the TMDE is being held.

During the search of TMDE, keep in mind some items may be components. (i.e. batteries)

#### **INVENTORY TMDE.**

When all TMDE has been located appropriate personnel should match the TMDE Control Systems with the T/E, & Unit Allowances to ensure everything is accounted for and complete.

## CATEGORIES, LABELS, SEALS, & TAGS

- There are four categories of calibration.
- Each TMDE item shall fall into one of these categories.
- Each item will have a current label affixed.-
- Category assignment should be

## CATEGORIES, LABELS, SEALS, & TAGS CONT.

#### FULL CALIBRATION.

Accurate across its full range of measurement.

Label indicates that it is in specifications approved by the MC.

✓ Label is Black on White, and comes in three sizes.

#### CALIBRATED/FULLY

#### CAI

### UNITED STATES MARINE CORPS CALIBRATION

PROG**RAM**BRATED

LAB			
FCH			

DUE \_\_\_\_\_

## CATEGORIES, LABELS, SEALS, & TAGS CONT.

- SPECIAL CALIBRATION.
  - Accurate across a portion of its full range of measurement, & CF has been provided with specific ranges.

✓ One tag affixed, indicating limitations.

## SPECIAL CALIBRATION

## UNITED STATES MARINE CORPS CALIBRATION



**REFER TO ATTATCHED TAG** 

LAB \_\_\_\_\_\_DUE

SN: 0000-555-0160

## CATEGORIES, LABELS, SEALS, & TAGS CONT.

#### CNR.

- Not used in any Quantitative or Qualitative application.
- Training only.
- ✓ Unlimited time frame.
- ✓ Will not be calibrated unless requested by the using unit.
- Label is Orange on White.

## CALIBRATED NOT REQUIRED

#### UNITED STATES MARINE CORPS CALIBRATION PROGRAM



TECH \_\_\_\_\_

## CATEGORIES, LABELS, SEALS, & TAGS CONT.

#### NOTE:

- CNR; Not require to resubmit for cal. unless:
  - Defective.
  - · LTI.
  - \*Unit requires status to be

## CATEGORIES, LABELS, SEALS, & TAGS CONT.

#### **INACTIVE.**

- Not used and is not expected to be used in the near future.
- Must be calibrated prior to use.
- Must be reviewed every three years.
- ✓ Still not expected to be used, unit should consider requesting a change in T/F

# CATEGORIES, LABELS, SEALS, & TAGS CONT.

- Units shall request Inactive & CNR labels from the CF by Naval letter or directly. Requirements for ltr:
  - Model Number/Nomenclature.
  - ✓ Serial number.
  - ✓ Cal. due date.
  - ✓ Barcode-
  - Exact label desired.

# CATEGORIES, LABELS, SEALS, & TAGS CONT.

- CF shall maintain letter for a minimum of 3 years.
- Item not currently calibrated or operational, must be submitted for full operational check.
- ✓ Inoperative, submit for repair.-

#### **INACTIVE**

## UNITED STATES MARINE CORPS CALIBRATION PROGRAM

LAB	I NEAFORT 14 E	
TECH		
DUE		

# ENCLOSURE (1) FLOW CHART

# CATEGORIES, LABELS, SEALS, & TAGS CONT.

- REJECTED LABEL.
  - Item returned to unit for failure to meet criteria.

Tag shall remain on item until repaired or calibrated.

✓ Tag and Label are Black on Red.

# REJECTED

# UNITED STATES MARINE CORPS CALIBRATION PROGRAM REJECTED



(REFER TO ATTACHED TAG)

LAB TECH

DUE \_\_\_\_\_

# CATEGORIES, LABELS, SEALS, & TAGS CONT.

- "CAL VOID IF SEAL IS BROKEN"
  LABEL.
  - Purpose. Increased confidence in the reliability of TMDE, which has a label affixed to it.

Broken seal may indicate that the item may have been tampered with and calibration is questionable.-

#### **SEALS**

## CALIBRATION VOID IF SEAL IS BROKEN

MARINE CORPS CALIBRATION PROGRAM

# CATEGORIES, LABELS, SEALS, & TAGS CONT.

#### REMOVAL.

Only Calibration facility personnel are authorized to remove tags, labels, or seals.

\* Exception made for units that are provided <u>CNR</u> and <u>INACTIVE</u> labels.

# SCHEDULING PROCESS

- Establish due dates for all TMDE.
  - Units must ensure that enough assets are on hand for every day operations.

- Scheduling is <u>AUTOMATIC</u>.
  - ✓ Next Cal. due date is the date that is on the label.

Turn in TMDE promptly when due.
Some exceptions are:

#### SCHEDULING PROCESS CONT.

- Several items of the same type due at the same time due to:
  - ✓ Repair
  - Receipt of new equipment.
  - ✓ Training exercise.
- Training or actual commitments, may need to change scheduling.-
- May be mission essential, or replacement has been delayed in its

#### SCHEDULING PROCESS CONT.

- The exceptions and poor management can cause uneven scheduling.
- Unit may have a reduced capability to perform its mission having s specific item due at the same time.
- Even spread is required.

## CONTROL OF TMDE

- CO will designate in the MMSOP which of the two manual control systems will be used.
- Units are authorized to use an automated system.
  - \* Basic data in the manual systems must be included in this system.

MMSOP will also state process for opening FRO and Evacuation

#### CONTROL OF TMDE CONT.

- Which ever system is used card, chart, or automated; it must be maintained:
  - Centrally for whole unit.-
  - Decentralized within each commodity area.

### CALIBRATION PROCESS

- By due date:
  - Remove from working area.
  - Identify extent of calibration on ERO-
  - ✓ Unit <u>should</u> have a ERO or WO initiated for all TMDE due calibration.
    - **✓ Unit MMSOP**

- Preparation of ERO for induction to the CF is optional IAW TM-4700-15/1\_. (Pg. 2-2-1, par. (3)(a))
  - (3) Preparing a 2<sup>nd</sup> EOM ERO is optional for the following:
    - -(a) When transmitting TMDE into the

- Units normally collect TMDE 2 to 4 times a month, depending on location, number of items due and need of equipment.
  - May result in TMDE in processing area, AWTG EVC. past due date. .
  - \* Time AWTG EVC Kept to minimum and no longer than 15 days past due date.

- TMDE will be evaluated at least annually to ensure:
  - Correct category.

Consistent with mission.

Required or not required.

Control record should contain ERO# which inducts item into the CF.

Item returns from the CF, control point shall update control record with new due date IAW TM-4700-15/1\_.

## INSPECT

- During normal internal inspections within a unit, MMO and Maintenance Officer's/Commodity managers must ensure all items are:
  - ✓ Labeled appropriately-
  - Within intervals

## PM REQUIREMENTS

- Organizational PM. Requires no scheduling, and consists of:
  - Clean and complete.
  - Missing components have valid requisition.
  - **✓** Operational check IAW TM.-

\* INACTIVE, remove batteries.

#### PM REQUIREMENTS CONT.

- Intermediate.
  - Performed by the CF IAW TM.
  - **✓** Some units are authorized (IMA).
  - ✓ Normally conducted during calibration.
  - ✓ Requires no scheduling

# PREPARATION OF CALIBRATION CONTROL SYSTEMS

#### CARD INDEX SYSTEM.

Best suited for units with large quantities of TMDE.

✓ Provides historical data through use of NAVMC 11052.

#### PREPARATION INSTRUCTIONS CARD INDEX SYSTEM CONT.

- Utilizing annual inventory, prepare a NAVMC 11052 on each TMDE and enter the following:
  - ✓ Nomenclature.
  - **✓** Serial Number.
  - **✓ ID Number.**
  - ✓ NSN.-
    - If item is a component, enter end item Nomen., ID#, Serial# in the "Location/Component of" block.
    - If item is the end item, enter the actual location in "Location/Component of" block.

#### PREPARATION INSTRUCTIONS CARD INDEX SYSTEM CONT.

#### Date Calibration Due.

- ✓ Enter the date on the label that is affixed to the item.
- ✓ If never been calibrated, submit it. (unless CNR or inactive are desired)
- ✓ Items w/ Inactive or CNR, enter date of the next validation is due.
- Date Calibration Performed.
  - ✓ Inactive or CNR enter the date validation occurred.
  - ✓ Other categories this field is optional.

#### PREPARATION INSTRUCTIONS CARD INDEX SYSTEM CONT.

- Remarks: Use this column as follows:
  - **✓ Indicate CNR or INACTIVE and date.**
  - Indicate Special Calibrations, and parameters.
  - **✓ ERO, Doc, Voucher number in pencil for items inducted.**
  - Location of item deployed-
  - Additional amplifying information

WRENCH, TORO	QUE	12345678	IDENTIFICATION NO. 00054C
<sup>NSN</sup> 2530-01-478-7521		BLDG. 1134/TOOL ROOM	
DATE CALIBRATION/PM DUE	DATE CALIBRATION/PM PERFORMED		REMARKS
	02 JUN 93	ERO# XB115	FULL CAL.
02 JUN 94	10 FEB 94	CNR 10 FEB 9	94
10 FEB 95	10 FEB 95	CNR 10 FEB	94
10 FEB 96	10 FEB 96	CNR 10 FEB	94
10 FEB 97	28 MAY 96	ERO# XB200	FULL CAL.
28 MAY 97			
		ON/COMPONED	

CALIBRATION CONTROL CARD: (4790)
NAVMC 11052 (REV. 3-84) (8-79 edition will be used)
SN: 0000-00-006-7641 U/E PG OF 100

(SEE INSTRUCTIONS ON REVERSE)

**AND SERIAL#** 

**COMPONENT:** END ITEM NOMENCLATURE, ID#,

## PREPARATION INSTRUCTIONS CHART AND AUTO SYSTEM CONT.

- Chart System.
  - Can be made a wall chart or standard size paper.
  - Must have all info pertaining to the TMDE.

- Automated Calibration System.
  - ✓ Units are authorized to use this system

#### FILING & DISPOSITION

- Shall be maintained centrally or decentralized to each section. (MMSOP)
  - Retain as long as item is held by the unit.-
  - Destroy or delete, when item is no longer held.

## REMARKS

If units have a centralized TMDE center, it is advisable that each section still establish their own control system.

- Card, Chart, or Automated may be used.
  - If they are duplicate they must be accurate.

#### NEW ITEMS OF EQUIPMENT

- Requirements for new items should be determined upon receipt.
- If item is totally new, requirements can be obtained from the Cal. Lab.
  - In either case they need to be submitted to the Cal. Lab.
- If not required (CNR) or put in a Inactive status, the appropriate labels will come from the Cal.

#### UNSERVICEABLE EQUIPMENT

- If item is declared unserviceable or beyond repair and recoverable item report has been submitted:
  - Delete entry or pull file card.
  - Order new item IAW supply procedures.
  - ✓ If item is a component, indicate in the remarks section of the requisition and identify the end item.

## ENCLOSURE 2

Has a list of pertinent references addressing TMDE CAMP

# QUESTIONS ?

#### PRACTICAL APPLICATION

#### **QUESTIONS TO YOU!**

- Q. What are the three calibrations control systems that can be used?
- A. CARD, CHART, OR AUTOMATED.
- Inventory of all its TMDE?
- A. ANNUALLY.
- How often must units review the status of items designated as "INACTIVE"?
- A. EVERY THREE YEARS.

## **BREAK!!!**

# SUPPORTAND TEST EQUIPMENT

- The T/O serves as the basic source document for all resources for that particular unit.
  - Mission statement.
  - Organization.
  - Concept of employment.
  - Administrative capabilities.

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- Mission statement determines the unit's required:
  - Personnel skills.
  - Equipment.
  - \* Start point for resource requirement review.

- Organization paragraph
  - Contains a list of Subordinate elements.
  - Identifies the internal maintenance support and maintenance requirements.

- Concept of employment is as vital to the CO as it is to the Operations staff. It determines:
  - Type of support required-
  - Manner in which that support must be provided.

- Administration and logistics capabilities specify exact functions authorized to the command WRT:
  - Administration.
  - √Supply-
  - Maintenance.

## TABLEOFEQUIPMENT

Is a list of equipment that the unit is required to possess and maintain, to accomplish the important that the unit is

- When used with the T/O, serves as basis for requirements such as:
  - Publications
  - Additional equipment

# CONTROLOESUPPERT/TEST

- Identify and locate:
- By using the unit's T/E, allowance list, and special allowance the MMO, Supply and Maint. officers can identify all Support and Test Equipment.
- Each item within the unit us marines
  - ✓ RO or designee

to be located

## CONTROL OF SUPPORT/TEST EQUIPMENT CONT.

- Inventory: MMO, SupO, RO, Maint. Officer need to match items with the T/E for accountability.
  - ✓ It then needs to be inventoried using the appropriate SL-3/Extract or US Army Supply Catalog
  - ✓ Common/Special tools not on T/E needs inventoried as well
  - ✓ A copy of all inventories must be maintained per the TM-4700-15/1 , 2-6-1, and local MMSOP.

- >SL-3 MARINE CORPS STOCK LISTS:
  - List all components of collective type items.
    - Chests, Kits, TMDE
  - Components for Principal End Items (PEI).
    - Vehicles
    - TMDE Kits (Air Conditioning)
  - Arranged in column form and provides information to:
    - Identify items
    - Determine the Type of Issue

## TYPES OF INVENTORY LISTS CONT.

- SL-3 EXTRACTS:
  - ✓ From the SL-3
  - ✓ Locally produced (TM 4700-15/1 , 2-6-2/3)
  - Last page (Signature page)
    - 2 Types
    - Supervisor enters date the inventory was conducted.

AUTOMATED INVENTORY LIST: Is authorized

SL-3 Inventory/SL-3/SL-3 Extract must contain:

- INVENTORY FOR: Enter noun name.
- EXTRACT OF: Enter publication number and date.
  - \* Local kits, enter authorizing letter and date.

TOOL BOX#: Enter number assigned to kit or PEI.

- TEM NO.: Enter the item number for each item as listed in publication.
  - Components of kits/sets will be listed one of two ways:
    - Individually, under their parent kit
    - Locally produced SL-3 extract for the kit or set.

- NOMENCLATURE: Enter nomenclature of item:
  - Entry of NSN will aid in ordering (Optional).

U/I: Enter the unit of issue or unit of measure.

OTY: Enter quantity authorized.

- MONTH: Calendar date inventory was conducted.
  - Use symbols in the legend block.

- <u>REMARKS</u>: Enter any amplifying comments;
  - Doc. Numbers
  - ERO Number
  - Serial Number of serialized components
  - \*Temporary entries in pencil

- INVENTORIED BY (SIGNATURE): This signifies that the person inventorying has done a proper inventory.
- SUPERVISED BY: This signifies that the inventory was supervised, conducted, and corrective action has been initiated.

<u>DATE</u>: Supervisor enters the date.

- Maintain a copy of completed record either:
  - ✓ In/with the tool set, chest, or kit.
  - File folder maintained by Tool Room NCO/Commodity manager in secure area.

# Completed inventories will be maintained for one year.

Will be rolled back to the supply system per the MCO P4400.150



- Categories that tool sets, chest, or kits can be placed in and their required inventory intervals are as follows:
  - Issued to individual, inventoried semiannually.
  - Securely stored, inventoried annually.
  - Issued to a responsible Officer (RO), inventoried upon change of RO.
- A duplicate key/combo should be maintained by the RO.

- All Support and Test Equipment will be inventoried using the appropriate form.
  - Supply System Responsibility Item (SSRI) and Using Unit Responsibility Item (UURI) requisition per MCO P4400.150.

- >Unit's must budget for tool replacement.
  - Eliminates shortage of funds for critical tools.

- SSRI/Basic Issue Items (BII).
  - Furnished by the supply system when PEI is issued.
  - Transferred with PEI during redistribution or other changes of custody unless otherwise specifically directed by appropriate authority.
  - Required to be maintained on hand, ordered, or identified as unfunded deficiency unless

## SSRI/BII (Cont'd.)

Requisition of SSRI/BII that need replacement, when PEI is outside stores distribution system (phased out), is the owning unit's responsibility.

PEI's that are components of a PEI (i.e., Gen Mechanics Tool Box, component of Contact truck) are accounted for under the serial number for the primary NSN.

### <u>>UURI</u>:

- Not issued with the PEI during Initial Issue Provisioning (IIP) and subsequent fielding.
- Using unit will order these items not to exceed stated quantity.
- CO can authorize to hold less than stated Qty.

- AR (As Required): When AR is the stated Qty:
  - CO must establish such Qty.
  - Must be reviewed and updated at least annually.

- Items held by the section's tool room for issue to individuals should be maintained in an area secure against pilferage.
- The MMSOP will include a method to account for issues and receipts, such as:
  - Logbook
  - Stamped tags
  - ✓ Sign-out cards

## REOUSTIONING CONTROL

- Once deficiencies have been identified you must have control over requisitions for those items.
  - ✓ Logbook.
  - Suspended copies of requisitions. 4 Card w/SF
  - Reporting unit's demand listing (UDL), by supplementary addresses on the requisitions. (RUC)
  - Use of DPR using the Cat. Code of "S" on the ERO's, and Appendix "C" of the MCO

Despite normal inventory requirements, MMO's still have a requirement to inspect tools and verify inventory records and requisitions during normally scheduled inspections with a unit.

- FMF unit commanders are authorized to establish special allowances (in writing) for tools <u>not currently held in T/E sets, chests</u>, or <u>kits</u>, provided these tools are:
  - Required to meet garrison peculiar requirements
  - Locally fabricated tools (established in TM)

\*This authority does not extend below

## GARRISON TOXOLAYEENWANCES CONT

- GARRISON PECULIAR TOOLS: Tools needed to support requirements that would not exists in a deployed situation.
  - \*Tools required to perform authorized EOM on organic equipment or in support of the T/O mission will be either T/E items or components of T/E items

## GARRISONTOLALLOWANCES CONT.

- LOCALLY FABRICATED TOOLS: Tools that are fabricated per the technical publication.
  - Authorization letter will reference the technical publication that sets the requirement for the tool.

- Request for T/O&E or changes to SL-3/TM:
  - Check other PEI/tool kits already in units T/E for the required tool(s) prior to submitting

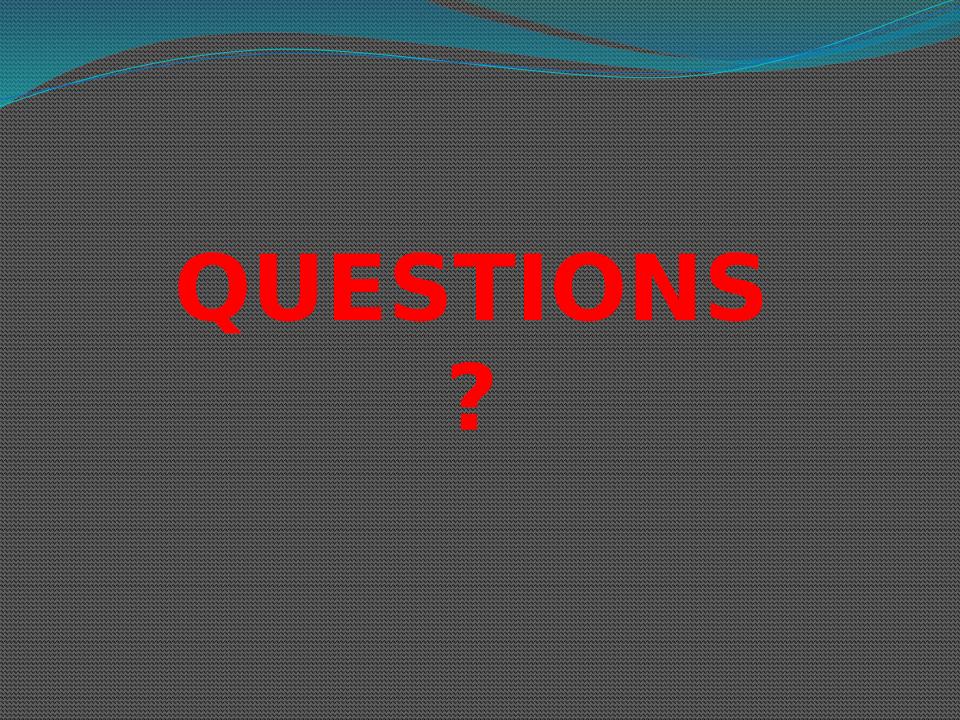
## EQUIPMENTSI-3/FM COMPONENTS

- Accounted for on locally devised inventory sheets.
  - Will be based on the appropriate SL-3 or TM.
  - Will reflect the Serial# of PEI.
  - Will reflect Serial# of serialized components.

## EOMPANENT SL-3/TM COMPONENTS CONT.

MCO only addresses tool kits, sets, and chests;
HOWEVER,

- The procedures previously discussed procedures will be used for all SL-3/TM inventories:
  - ✓ Items used, inventory Semi-Annually.
  - Not used, but stored in secure area, inventory Annually.
  - Issued to an RO, also inventory upon change over of RO.



How many signatures are required on the signature page of the inventory?

TWO

Tool sets, chest, and kits that are issued to an individual where locks and a secure storage area are provided will be inventoried how often?

## - SEMI-ANNUALLY

How often must "As Required" items be reviewed and updated?

## . AT LEAST ANNUALLY

- During the past four days we have covered the purpose, responsibilities, preparation, filing and disposition of NAVMC 696D, NAVMC 10524, NAVMC 10523, Load Test Equipment Daily Checklist, SF 91, SF 94 AND SF 368 PQDR.
- The Commodity Managers
   Modifications Control Program and Records. (NAVMC 11053/11054)-

## SUMMARY

- The procedures for determining required support and test equipment, inventory control procedures, and requisitioning procedures for test and support equipment as well as equipment SL-3/TM components.
- And the Marine Corps Test,
   Measurement, and Diagnostic
   Equipment (TMDE) Calibration and
   Maintenance Program (CAMP)

